

Copying User Guide



**DocuColor 2240/1632
Printer/Copier**

Table of Contents

Getting to Know Your Copier 1

Control Panel	4
Touch Screen	7
Power Switch	8
Audio Tones	8
Duplex Automatic Document Feeder (DADF)	8
Document Glass	8
Paper Trays	9
Output Trays	9
Power Saver Mode	10
Exiting the Power Saver Mode	10

Quick Start Guide to Copying 11

Making Copies Using the Duplex Automatic Document Feeder	11
Making Copies from the Document Glass	12
Making Copies Using Features	13

Loading Paper 16

Trays 1, 2, 3, and 4	16
Tray 5 (Bypass)	16
Auto Size Detect for Tray 5 (Bypass)	17
Auto Tray Switching	17
Loading Stock	18
Paper	18
Transparencies	20
Loading Paper into Trays 1, 2, 3, and 4	21
Loading Stock into Tray 5 (Bypass)	21
Loading 12 x 18 inch Paper	22
Loading SRA3 Paper into Tray 5 (Bypass)	23

Copier Features 24

Basic Copying Tab 24

Output Color 25

2 Sided 27

Reduce/Enlarge 30

Using Presets% 31

Using Variable% 31

Using Independent X-Y% 32

Paper Supply 33

Programming the Paper Supply for Tray 5 (Bypass) 34

Added Features Tab 35

2 Sided 36

Output 39

Stapling 41

Margin Shift 42

Using the Auto Center Feature 42

Using the Margin Shift/Variable Shift Feature 43

Border Erase 44

Image Quality Tab 45

Original Type 46

Auto Exposure 48

Lighter/Darker/Contrast 49

Sharpness/Saturation 50

Color Shift 51

Color Balance 52

Image Quality Presets 53

Output Format Tab	54
Multiple Up	55
Transparency Separators	58
Selecting Blank Separators	59
Selecting Separators + N Sets	60
Covers	61
Repeat Image	63
Poster	65
Mirror Image/ Negative Image	67
Scan Options Tab	68
Original Size	69
Mixed Size Originals	70
Bound Originals	71
Image Rotation	73
Original Orientation	74
Book Duplex	75
Job Assembly Tab	76
Stored Jobs	77
Storing a Job	77
Deleting a Job	78
Retrieving a Job	78
Build Job	79
Booklet Creation	81

Duplex Automatic Document Feeder (DADF) 82

Component Names and Functions	82
Document Specifications	83
Documents Not Recommended	84
Loading the Documents	84
Placing Documents on the Document Glass	84
Loading Documents in the DADF	85

Finisher (Optional Accessory) 86

- Using the Finisher 86
- Stapling Options 87

Job Status 89

- Checking Current Jobs 89
- Changing the Print Priority 90
- Checking Completed Jobs 91
- Outputting/Deleting Secure Prints 92
- Outputting Sample Prints 94
- Delayed Print 96
- Deleting Stored Documents 97

Machine Status 98

- Machine Information 100

Maintenance 101

- Cleaning the DADF and Document Glass 101
- Changing Toner Cartridges 102

Machine Specifications 105

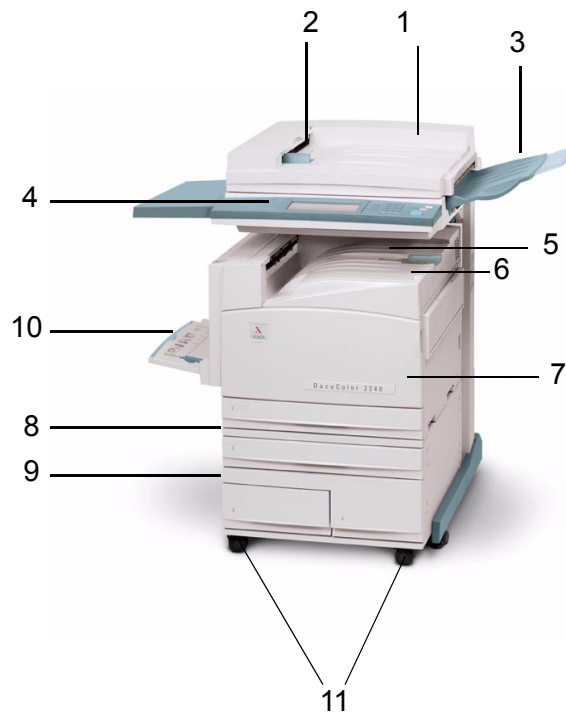
- Speed by Media 105
- Dimensions and Weight 106

1. User Guide (Copier)

Getting to Know Your Copier

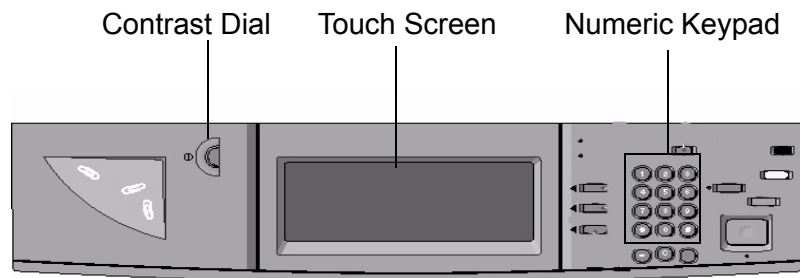
Your new Xerox DocuColor 2240/1632 works as a digital copier. This section will provide an introduction to your new product.

For more information about copy features, refer to the section entitled Copier Features in this chapter.



Number	Name	Function
1	Duplex Automatic Document Feeder (DADF)	Automatically feeds up to 50 documents. Also works as a Document Glass cover when making copies from the platen glass.
2	Original Input Area	Location where originals are fed onto platen glass for copying.
3	Original Catch Tray	Original return area.
4	Control Panel	Used to program the copier for individual jobs.
5	Center Output Tray	Output delivered here face down.
6	Power Switch	Powers machine On/Off.
7	Front Door Panel	Access for consumables replacement.
8	Trays 1 & 2	Adjustable paper trays: 5.5x8.5 in. through 11x17 in. (A5 through A3) holding up to 520 sheets based on paper weight.
9	Trays 3 & 4	High capacity paper trays holding a total of 2000 sheets of 8.5 x 11 in. (A4 and B5) based on paper weight.
10	Tray 5 (Bypass)	For specialty papers (i.e. Transparencies, Heavyweight, and non-standard sizes) which cannot be loaded in Trays 1 - 4.
11	Castors	Lockable casters for mobility and safety.
12	Left Upper Cover	Push the release lever up to access the paper path.
13	Duplex Cover	Open this cover to access paper path.
14	Left Side Middle Cover	Access to paper path.
15	Left Side Lower Cover	Access to paper path.
16	Convenience Shelf	Workspace for copies, prints, or originals.

Control Panel



The Control Panel is used to program individual jobs.

- The **Numeric Keypad** is used to enter copy quantity or other numeric information.
- The **Contrast Dial** adjusts the brightness of the touch screen.
- The **Touch Screen** is where you make selections for the jobs you are programming.



Access

Use this feature to change machine default settings, and to create or modify user access numbers.



Power Saver

Lights up green and is initiated automatically if the machine is left idle for a specific amount of time. Press the **Power Saver** button to bring the machine back to full power after the warm-up period.



Interrupt

Stops the printer/copier during the current job. This allows another job to be run. There are two indications that the job has been interrupted:

- The printer/copier displays a message indicating that Job Interrupt has been selected, and it is ready to copy.
- The indicator light flashes to acknowledge that the Interrupt button has been selected. The light will continue to flash until the printer/copier has completed the activity in process. The light will remain constant to identify interrupt has occurred and a new job can be programmed.

After Interrupted jobs are complete, press the Interrupt button again to return the machine to the first job.



Clear All

Returns the machine to the original Default State. When the **Clear All** button is selected in Interrupt mode, default settings are applied only to the interrupting job.



Stop

Pressing **Stop** will halt the copy job in process at the completion of the current activity. A message asking if you want to press **Start** to continue the job or **Clear All** to cancel the job is displayed on the Touch Screen.



Start

Initiates a job or continues the copying process.



Clear

Clears an incorrect numeric entry.



Job Memory

Indicator lights when data is stored in the machine's memory.



Online

Indicator lights when data is being received from a client.



Features

Allows you to alternate between scanning and copying feature screens.



Job Status

Allows you to check or cancel jobs currently executing, or to check or print saved documents.



Machine Status

Allows you to check the machine status, meters, the state of consumables, and output reports.

[illegible]

Message Area	Messages such as machine status and operation instructions are displayed here
Unused Memory	The amount of memory remaining to store a scanned original is displayed prior to output.
Quantity	The copy quantity is entered using the keypad, and appears in the upper right corner of the message area. Select between 1 - 999.
Tab	Feature Tabs displayed on the Touch Screen contain the programmable selections available for each feature.
Selection Buttons	Allow for the selection of feature / functions required for the desired output. Buttons identified, as More... have additional features, which will be displayed when this button is selected.

Power Switch

The power switch is located on the right top corner of the machine. Press the switch to the (|) position to turn the power on.

Ground Fault Protector

Located at the rear of the machine where the power cord attaches. The Ground Fault Protector removes all power from the machine if a fault is detected in the power to the printer/copier. To reset the GFI, press the switch in.

Audio Tones

Tone volume may be adjusted or turned off in System Settings mode. Three types of Audio Tones are available to assist the operator in selecting features and functions.

Single Tone

Acknowledges when a feature is selected, or a job has been completed.

Double Tone

Acknowledges an alert, such as a paper jam or consumable replacement.

Triple Tone

Acknowledges an improper selection or an error in button selection has occurred.

Duplex Automatic Document Feeder (DADF)

Automatically feeds up to 50 documents onto the glass for copying. Documents must be placed face up into the Document Handler.

Document Glass

When using the Document Glass the original document must be placed face down and in the upper left-hand corner of the Document Glass.

NOTE: *The DADF must be closed for the Auto Color option to function*

Paper Trays

	Trays 1,2,3 and 4 are located at the lower front of the printer/copier. Tray 5 (Bypass) is located on the left side of the printer/copier.
Trays 1 and 2	Adjustable from 5.5x8.5 in. through 11x17 in. (A5 through A3), and can accommodate up to 520 sheets based on paper weight.
Trays 3 and 4	High capacity paper trays accommodating a total of 2000 sheets, 8.5x11 in. (A4 and B5) based on paper weight.
Tray 5 (Bypass)	Feeds specialty papers i.e. Transparencies, Extra Heavyweight and non-standard sizes and 12x18 in. Trays 1 - 4 can feed paper weights 64 to 105 gsm. The machine automatically detects the size and orientation of loaded paper. The paper type however must be set on the control panel. Bond paper is the default setting. Plain or Recycled paper in trays must be identified on the control panel for maximum efficiency and image quality. This is set in System Settings mode.

Output Trays

The Center Output Tray delivers output face down, and holds up to 400 sheets. The Center Output Tray holds up to 200 sheets when the Finisher (optional accessory) is installed.

The Finisher Tray (optional accessory) holds up to 1000 sheets, and can staple dual and single staples.

NOTE: *The DocuColor printer/copier should not be moved after it has been installed. Moving may damage the equipment, carpet or floor. If equipment must be moved, please contact your Xerox representative for assistance.*

Power Saver Mode

Power Saver Mode automatically cuts off the electricity to the machine if it is left unused for a certain duration. The Power Saver feature has two modes, a Low Power mode and Sleep mode. The machine enters the Low Power mode after the preset time has elapsed if the machine is left unused for a fixed period of time. The machine then enters the Sleep mode if a further preset time elapses.

- **Low Power mode**

In this mode, the power to the control panel and fuser unit is lowered to save power. The display goes out, and the Power Saver button on the control panel lights. To use the machine, press the Power Saver button. Power Saver goes out to indicate that the Power Saver feature is canceled. The default is 15 minutes.

- **Sleep mode**

In this mode, the power is lowered more than in the Low Power mode. The display goes out, and the Power Saver button on the control panel lights. To use the machine, press the Power Saver button. Power Saver goes out to indicate that the Power Saver feature is canceled. The Sleep mode default is 45 minutes after Low Power mode is engaged.

For more information on setting Power Saver mode timers, refer to the User Guide (Machine Administrator).

Exiting the Power Saver Mode

The Power Saver mode can be exited in two ways:

- By pressing the Power Saver button
- By receiving a print job

Quick Start Guide to Copying

This section will lead you quickly through a number of features and steps used in making copies.

For more information about copy features, refer to the section entitled Copier Features, in this chapter.

Making Copies Using the Duplex Automatic Document Feeder



- 1** Place original in the Original Input Area face up. A stack of up to 50 originals may be placed in the tray.
- 2** Slide the documents forward until the green indicator lights, indicating the document is inserted correctly.
- 3** Adjust the side guide to the size of the paper. The guide should just touch the side of the document.
- 4** Press the **Start** button.
- 5** Remove the copies from the output tray. Remove the originals from the Original Catch Tray of the DADF.

Making Copies from the Document Glass



- 1** Open the Document Cover.
- 2** Place the original face down on the Document Glass, aligning the left rear corner with the registration guide.
- 3** Close the cover before making a copy.
- 4** Press the **Start** button.
- 5** Remove the copies from the output tray. Remove the original document from the Document Glass.

Making Copies Using Features

The feature tabs on the Touch Screen enable you to configure the printer/copier to suit your copying needs.

The procedure below leads you quickly through a number of features you may want to use in making copies. It assumes that the feature tabs are in the default configuration.

For more information about copy features, refer to the section entitled Copier Features, in this chapter.



- 1** Press **Clear All** to clear any previous programming
Use any of the following steps that apply to your job and desired outcome.
- 2** Use the Numeric Keypad to enter the desired quantity. If you make a mistake, press the **Clear** button on the numeric keypad to clear an incorrect quantity
- 3** Select the option in Output Color if a setting other than the default, Auto Color, is desired.
Perform one of the following:
 - Press the desired Output Color option on the *Basic Copying* tab.
 - Press **More...** to see additional optionsPress the desired option and press the **Save** button to return to the *Basic Copying* screen.

- 4** Select an option under 2 Sided if a setting other than the default, 1 to 1 Sided, is desired.

If another option is desired, perform one of the following:

- **1 to 1 Sided** for default one-sided copies.
- **1 to 2 Sided** for two-sided copies from one-sided input.
 - Press **Head to Head** for two-sided, head-to-head output, as for books.
 - Press **Head to Toe** for two-sided, head to toe output, as for calendars.
- **2 to 2 Sided** for two-sided copies from two-sided input.

You must specify the original orientation and the copy orientation.

- Press **Head to Head** for two-sided head-to-head output, as for books.
- Press **Head to Toe** for two-sided, head-to-toe output, as for calendars.
- **2 to 1 Sided** for one-sided copies from two-sided originals.
 - Press **Head to Head** if your original documents are two-sided, head-to-head.
 - Press **Head to Toe** if your original documents are two-sided head-to-toe.

Select the icon that most closely resembles the Original Orientation for the loaded document(s). Press **Close**.

- 5** Select an option in Reduce/Enlarge if a setting other than the default, 100%, is desired.

If another option is desired, perform one of the following:

- Press the desired Reduce/Enlarge option on the *Basic Copying* screen.
- Press **More...** to see additional options.

Press the desired option and touch the **Save** button to return to the *Basic Copying* screen.

- 6** Select an option in Paper Supply if a tray other than the default, Auto Paper, is desired.

If another option is desired, perform one of the following:

- Press the desired Paper Supply option on the *Basic Copying* screen.
- Press **More...** to see additional options.

Press the desired option and touch the **Save** button to return to the *Basic Copying* screen.

7 On the *Added Features* tab, select **Output** to program the desired copy output option.

- Press **Collated** for collated output. Collated will automatically be selected when the DADF is used.
- Press **Collated / Stapled** to direct output to the Finisher (optional Accessory). Press **Finisher Tray** to set the Output Destination. Press **Stapling** on the *Output* screen to select the Original Orientation and Staple Position on the output.

Press the desired option and touch the **Save** button to return to the *Basic Copying* screen.

8 On the *Image Quality* tab, select **Original Type** to display the *Original Type* screen.

- Press an option for Original Type if a setting other than the default is desired.

Press the **Save** button to return to the *Image Quality* screen.

9 If other features are desired, select the appropriate feature tab and feature button on the Touch Screen.

10 Perform one of the following:

- If you use the Duplex Automatic Document Feeder, place the document face up into the Original Input Area. The Document Feeder Lamp lights when the document is in the correct position. Ensure that the paper guide is against the original document.
- Raise the Duplex Automatic Document Feeder (DADF) and place the document face down on the Document Glass.
 - Ensure that the document lies against the registration area at the left rear corner of the glass.
 - Lower the Duplex Automatic Document Feeder (DADF).

11 Press the **Start** button.

12 When copying is completed, perform the following:

- Remove the copies from the Center Output Tray or Finisher Tray on the right side of the printer/copier.
- Remove the original document(s) from the Document Glass or Original Catch Tray.

Loading Paper

This section contains basic information about loading paper and transparencies, and about using paper trays. It also includes some paper usage guidelines for the DocuColor Series.

For more information about the materials you can use, refer to the Recommended Materials for the DocuColor Series.

Trays 1, 2, 3, and 4

Trays 1,2,3 and 4 hold the paper supply for the DocuColor printer/copier.

Trays 1 and 2 can accommodate an assortment of standard paper sizes, from 5.5x8.5 through 11x17 inch, and A3 through B5. Trays 1 and 2 have width and length adjustment guides that can be adjusted if the paper size in the tray needs to be changed. Trays 3 and 4 can accommodate 8.5x11 inch, A4 or B5 paper.

Tray 5 (Bypass)

Tray 5 (Bypass) is located on the left side of the printer/copier. Tray 5 (Bypass) can accommodate transparencies and other specified paper stocks, and various paper sizes up to 12x18 in. Tray 5 (Bypass) has the capacity to hold up to 100 sheets.

Auto Size Detect for Tray 5 (Bypass)

Certain standard paper sizes can be automatically detected in Tray 5 (Bypass) by selecting Auto Size Detect on the Tray 5 programming screen. The following paper sizes can be used with the Auto Size Detect feature:

- US/Canada - 5.5x8.5 in. LEF/SEF, 8x10 in. LEF, 8.5x11 in. LEF/SEF, 8.5x13 in. SEF, 8.5x14 in. SEF, 11x17 in. SEF.
- Europe - A5 LEF/SEF, A4 LEF/SEF, A3 LEF/SEF, B5 LEF/SEF, B4, Postcard (100 x 148mm).

All other paper sizes must be specified using the selections under Standard Size, or by inputting the size under Non-standard size. For example, you must specify 12x18 inch when using that paper size.

NOTE: A paper size mismatch message will be displayed if you try a job with Auto Size Detect selected and a paper size that is not included in the list above.

Auto Tray Switching

The Auto Tray Switching feature enables the printer/copier to automatically switch to another tray when a tray runs out of paper. The trays must be loaded with the same size paper in the same orientation (long edge feed or short edge feed).

Auto Tray Switching must be enabled in System Settings mode, with the same paper type assigned to two or more trays.

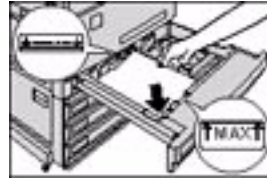
Auto Tray Switching may be enabled only for Trays 1, 2, 3, and 4. Tray 5 (Bypass) cannot be enabled for Auto Tray Switching.

The default for Auto Tray Switching is On with Trays 1, 2, 3, and 4 enabled. To use Auto Tray Switching with the default settings, load the trays you want to use with the same size paper in the same orientation. Select the paper tray button for the tray with the lowest number on the Control Panel. For example, if you load Trays 1 and 2 with the same size paper and the same orientation, select the Tray 1 Paper Supply button on the *Basic Copying* tab of the Touch Screen. The printer/copier draws from Tray 1 until it is empty, then switches automatically to Tray 2.

Loading Stock

Paper

Load the paper into Trays 1, 2, 3, and 4 with the preferred printing side up.



Load the paper into Tray 5 (Bypass) with the preferred printing side down.



The capacity of the tray varies with the paper weight that is loaded in the tray.

NOTE: *For the best results, use only the recommended paper sizes, paper weights, or paper types. If you do not use recommended papers, you may experience copy quality problems, paper jams, or possible component failures.*

If you are loading pre-drilled paper load it into Tray 5 (Bypass) with the undrilled long edge as the leading edge (holes to the left).

NOTE: *Do not load paper above the fill line of the paper tray edge guides.*

NOTE: *Fan the desired paper before loading it into the Tray.*

Straighten the paper stack each time the paper tray is opened. Close the paper tray slowly to avoid shifting the paper stack. This ensures that the paper is in the correct position when the paper tray is in the operating position.

If paper feeding or copy curl problems occur, flip the paper over in the tray and make the copies again. If the performance improves, continue to load the paper in this manner. Testing has shown that paper handling and copy performance vary with room temperature, humidity, paper quality, image area on copies, etc. All of these variables interact and, in some cases, you must decide which paper loading method works best.

NOTE: *Coated papers are very susceptible to humidity. Multifeeds are much more likely with humidity greater than 40%. Environmental conditions may require that coated paper be fed one sheet at a time from Tray 5 (Bypass).*

Transparencies

Transparencies can only be fed from Tray 5 (Bypass). Stripeless transparencies are recommended. Do not use white-border transparencies.

NOTE: *Use only the transparencies recommended in the Recommended Materials for the DocuColor Series.*

After loading the transparencies you can program the copier printer to insert a blank separator page between transparencies by using the Transparency Separators feature.

For more information about the Transparency Separators feature, refer to the section entitled Transparency Separators, in this chapter.

Follow these guidelines to prevent static build up when using transparencies:

- Place no more than twenty 8.5x11 inch or A4 transparencies in Tray 5 (Bypass) at one time.
- Place only one 11x17 in. or A3 transparency in Tray 5 (Bypass) at a time.
- Remove the transparencies from the Center Output Tray before running additional sets.

NOTE: *Transparencies cannot be delivered to the Finisher Tray.*

For more specific information about materials that have been tested and approved for use in the DocuColor 2240/1632, refer to the Recommended Materials for the DocuColor Series. Information is also available off the main Xerox web site (www.xerox.com) and will be updated periodically.

Loading Paper into Trays 1, 2, 3, and 4

123...

- 1** To load a paper tray, pull the tray out.
- 2** Fan the paper and load the desired paper into the tray by aligning the edge of the paper against the left edge of the tray. The side to be copied should be facing up.
Do not fill the paper tray above the fill line.
- 3** Adjust the paper guides if necessary, until they lightly touch the paper.
- 4** Push the tray in gently until it comes to a stop.

Loading Stock into Tray 5 (Bypass)

The number of sheets that can be loaded in Tray 5 (Bypass) varies with the weight of the stock.

NOTE: Paper stocks which exhibit difficulties when fed from Trays 1, 2, 3 and 4 may be fed more reliably from Tray 5 (Bypass).

Do not add paper during a copying job. Do not interleave transparencies with paper in Tray 5 (Bypass).

NOTE: Make sure to select the appropriate paper type (i.e. transparencies, heavyweight paper). This will ensure that the images are fused properly in the printing/copying process.

123...

- 1** Open Tray 5 (Bypass) by grasping the tray and gently pushing it away and down from the printer/copier.
- 2** Check the position of the front edge paper guide for Tray 5 (Bypass).

NOTE: The guide should only be set to the 12 inch position for papers wider than A3 (297 mm), such as 12x18 inches.

- 3** Fan the paper and load paper with the side to be copied or printed on facing down. Insert the paper lightly along the paper guide on the front side of the machine until it comes to a stop.
- 4** Adjust the back edge paper guide until it lightly touches the paper.
NOTE: *Do not load mixed size paper into the tray. Do not load materials above the fill line located on the paper guide*
- 5** Select the appropriate size and type for the paper you have loaded.
- 6** Remove all stock from Tray 5 (Bypass) after the job is complete. Dust and moisture can cause copy quality defects.

Loading 12 x 18 inch Paper

Use Tray 5 (Bypass) for 12x18 inch (305 x 457 mm) paper.



- 1** Open Tray 5 (Bypass) by grasping the tray and gently pushing it away and down from the printer/copier.
- 2** Adjust the front edge paper guide for Tray 5 (Bypass) to the 12x18 position.
- 3** Load up to 100 sheets of 12x18 inch (305 x 457 mm) 20 lb. paper into Tray 5 (Bypass). Load paper with the side to be copied or printed on facing down.
- 4** Adjust the back edge guide until it lightly touches the paper.
- 5** Select 12x18 in. under Standard Size, and select the appropriate type for the paper you have loaded.
- 6** When the job is complete, return the paper guides for Tray 5 (Bypass) to their normal position.

Loading SRA3 Paper into Tray 5 (Bypass)

123...

- 1** Open Tray 5 (Bypass) by grasping the tray and gently pushing it away and down from the printer/copier.
- 2** Adjust the front edge paper guide to the closest position forward beyond the 12x18 in. position.
- 3** Load the SRA3 paper into Tray 5 (Bypass). Load the paper with the side to be printed on facing down.
- 4** Adjust the back edge guide until it lightly touches the paper.

NOTE: SRA3 paper is not recommended for copy jobs. Performance using this paper size may vary. The maximum image area is 303 x 476.6mm with a guaranteed area of 297 x 476.6mm.



CAUTION: Do not place any objects or materials other than the appropriate stock on Tray 5 (Bypass). Printer/copier damage may occur.

Copier Features

Basic Copying Tab

1 Basic Copying	2 Added Features	3 Image Quality	4	5	6	Menu
Output Color	2 Sided	Reduce/Enlarge	Paper Supply			
Auto	1→1 Sided	100%	Auto			
Full Color	1→2 Sided (H to H)	Auto %	1 A4 Bond			
Black	2→2 Sided (H to H)	64% 17"→11"	2 A3 Bond			
Dual Color-Red/Black	2→1 Sided (H to H)	129% 11"→17"	3 8.5×11" Bond			
More...	More...	More...	More...			

Below is a brief description of each feature available on the *Basic Copying* tab. Each feature is explained in detail on the following pages.

- Output Color

2 Sided

Reduce/Enlarge

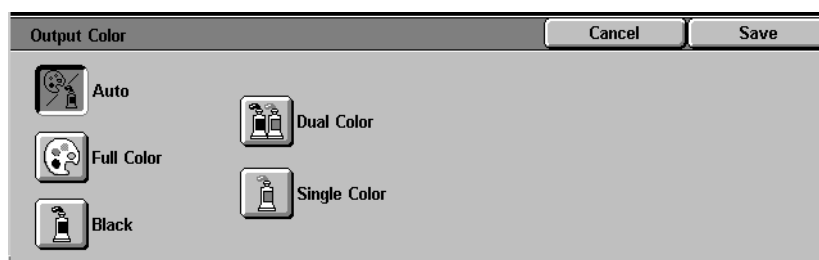
Paper Supply
- Allows you to select the colors to be used for copying.

Allows you to select one or two-sided originals, with options for one or two-sided output.

Allows you to select the size of the output image from automatic reduction/enlargement, preset values, or variable independent ratios for the image length and width.

Allows you to select the tray that contains the correct output paper size and type.

Output Color



The Output Color feature allows you to select the desired output color.

The following options are available:

Auto The Auto Color option enables the copier to determine if the document is black and white or color. If the document is black and white, the Black option is selected automatically. If the document is colored, the Full Color option is selected.

The DADF must be closed for the Auto Color option to function.

In order for the scanner to accurately sense color on a document, the color area must be greater than 50 mm² (approximately 2 inches²). If the color area is less, select the Full Color option. Also some very dark colors may be sensed as black. In this case, select the Full Color option as well.

NOTE: With Auto selected, the printer/copier runs at the speed for color copying, even if the originals are B/W.

NOTE: The sensitivity of Auto for detecting color vs. B/W can be adjusted in System Settings mode under Output Color Recognition.

Full Color Enables the copier to make copies using all four toner colors: Yellow, Magenta, Cyan and Black.

Black The Black option should be selected when the desired output is a black and white copy. Black and white copies can be made from any original. With Black selected only Black toner is used.

Dual Color The Dual Color option enables the copier to make copies in two preset colors. The color of colored areas and black areas of the document can be specified.

Single Color The color setting Red, Green, Blue, Yellow, Magenta, or Cyan can be selected.

NOTE: Custom colors can be programmed in System Settings mode under Setting Custom Colors.

You can select several Output Color options from the *Basic Copying* tab or select the **More...** button to get a complete set of options.

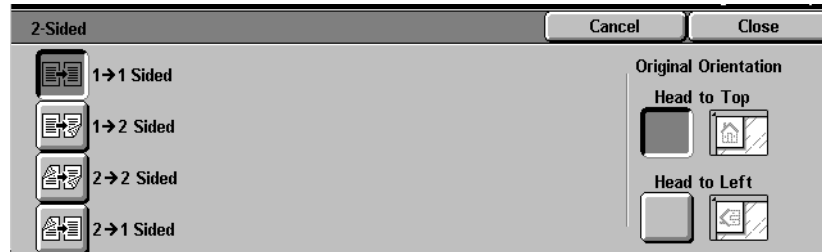


- 1** On the *Basic Copying* tab select **More...** under Output Color to display the *Output Color* screen.
- 2** Select the desired option:
 - **Auto**
 - **Full Color**
 - **Black**
 - **Dual Color**
 - **Single Color**
- 3** Select **Start** to make copies or **Save** to select additional features.

NOTE: *Dual Color cannot be used with Negative Image.*

NOTE: *When Single Color or Dual Color is selected, Original Type cannot be selected.*

2 Sided



Use the 2-Sided feature to select one or two-sided originals, with options for one or two-sided output.

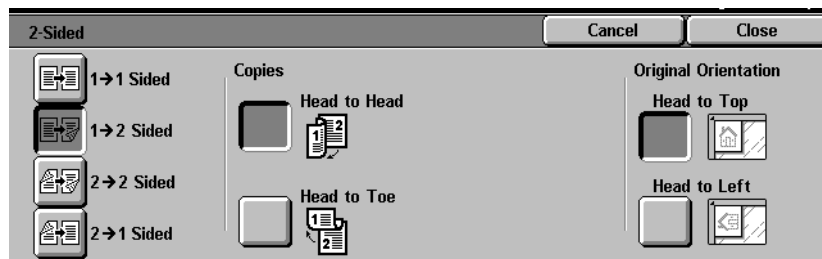
The following options are available:

- | | |
|---------------------|---|
| 1 to 1 Sided | Makes one-sided copies from one-sided input. This is the default setting. |
| 1 to 2 Sided | Makes two-sided copies from one-sided input. |
| 2 to 2 Sided | Makes two-sided copies from two-sided input. |
| 2 to 1 Sided | Makes one-sided copies from two-sided input. |

You can select several 2 Sided options from the *Basic Copying* tab or use the *Added Features* tab.



- 1** On the *Basic Copying* tab select **More...** under 2 Sided.
- 2** Select the desired option:
 - **1 to 1 Sided**
 - **1 to 2 Sided**
 - Select **Head to Head** for two-sided, head-to-head output, as for books.
 - Select **Head to Toe** for two-sided, head-to-toe output, as for calendars.



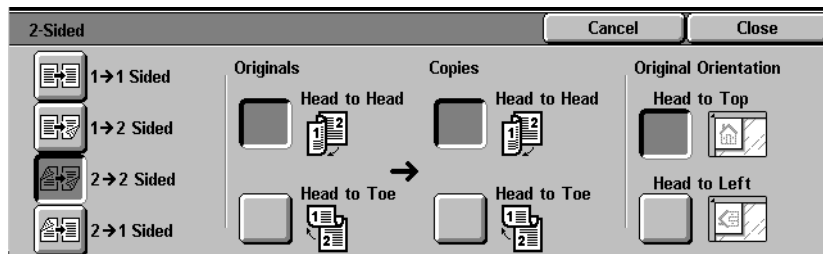
- **2 to 2 Sided**

Select the option for your Originals

- **Head to Head** if your originals are two-sided, head-to-head.
- **Head to Toe** if your originals are two-sided, head-to-toe.

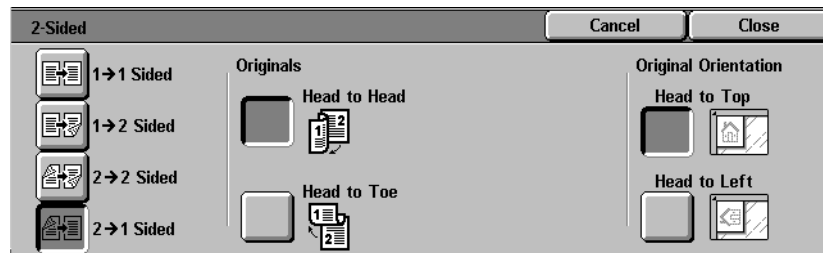
Select the option for your Copies

- **Head to Head** for two-sided, head-to-head output, as for books.
- **Head to Toe** for two-sided, head-to-toe output, as for calendars.



- **2 to 1 Sided**

- Select **Head to Head** if your originals are two-sided, head-to-head.
- Select **Head to Toe** if your originals are two-sided, head-to-toe.

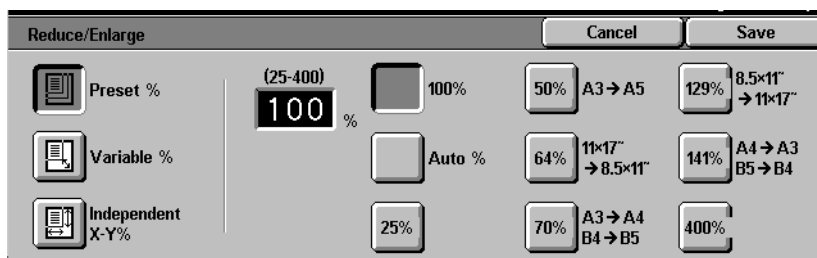


3 Select the icon that most closely resembles the Original Orientation for the loaded document(s).

4 Select **Start** to make copies or **Close** to select additional features.

NOTE: 1 to 2 Sided or 2 to 2 Sided cannot be selected when using Auto Size Detect for Tray 5 (Bypass), Repeat Image, Book Duplex, Transparency Separators, Poster, or Booklet Creation.

Reduce/Enlarge



The Reduce/Enlarge feature allows you to copy the image at different magnifications. Copies may be reduced to 25% or enlarged to 400%, in 1% increments.

The following options are available:

100%

Copies are the same size as the original. This is the default setting.

Auto%

This option automatically reduces or enlarges the copy, based on the size and orientation of the document and the paper supply selected. This option is applied only to standard size documents.

The copy image will be reduced or enlarged in the same proportions for X (horizontal) and Y (vertical) directions.

Auto Paper selection is not available when Auto% is selected.

Presets%

There are 7 preset percentages to choose from. The selected percentage displays in the value box on the Reduce/Enlarge screen. These presets can be changed in System Settings mode.

Variable%

Select the Variable% option to enter the desired percentage for Reduce/Enlarge. Use either the up and down arrows or the number buttons that display on the Touch Screen. Copies may be reduced to 25% or enlarged to 400%. Selections can be made in 1% increments.

Independent X-Y%

Select the Independent X-Y% option to copy the image at different, independent magnifications from 25% to 400% for the X and Y directions.

For example, you can enlarge the image to 129% in the X direction and reduce it to 64% in the Y direction by using the Touch Screen arrows.

Independent X-Y% Auto

The Auto option automatically calculates the reduction and enlargement based on the original document size and on the output paper size when using Independent X-Y%. The copy image will be reduced or enlarged in the different proportions for X and Y directions.

You can select several Reduce/Enlarge options from the *Basic Copying* tab or select the *More...* button to get a complete set of options.

123...

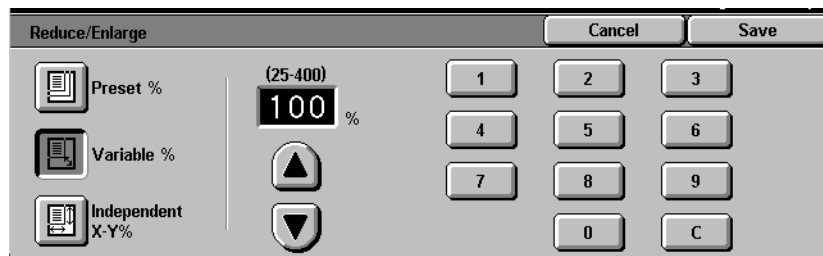
Using Presets%

- 1 On the *Basic Copying* tab select **More...** under Reduce/Enlarge.
- 2 On the *Reduce/Enlarge* screen, select the **Presets%** option.
- 3 Select **100%**, **Auto%**, or the desired preset percentage.
- 4 Select **Start** to make copies or **Save** to select additional features.

123...

Using Variable%

- 1 Under Reduce/Enlarge on the *Basic Copying* tab select **More...**
- 2 On the *Reduce/Enlarge* screen, select the **Variable%** option.

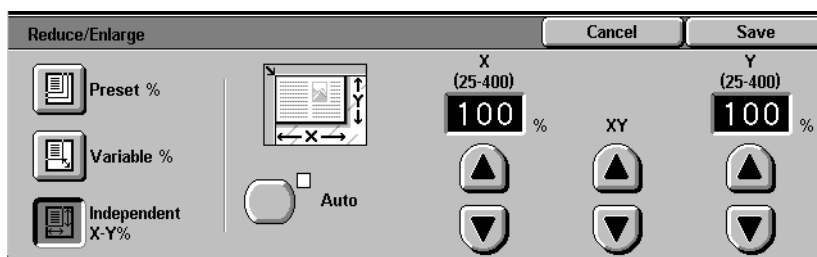


- 3 Perform one of the following:
 - Press the up arrow to increase the percentage value in increments of 1.
 - Press the down arrow to decrease the percentage value in decrements of 1.
 - Use the Numeric Keypad on the Touch Screen to enter a specific percentage from 25 through 400. Press the **Clear (C)** button to clear the value entered.
- 4 Select **Start** to make copies or **Save** to select additional features.

Using Independent X-Y%

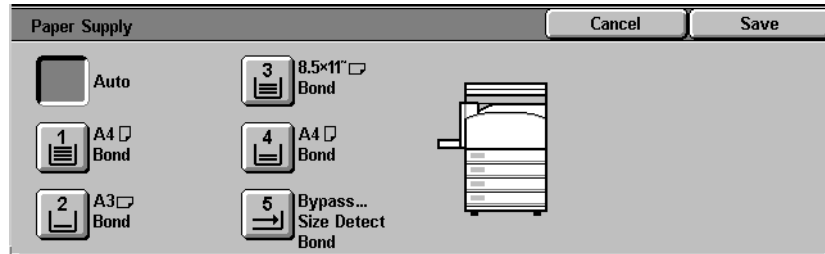
123...

- 1 Under Reduce/Enlarge on the *Basic Copying* tab select **More...**
- 2 On the *Reduce/Enlarge* screen, select the **Independent X-Y%** option.



- 3 Perform one of the following:
 - Press the up arrow to increase the percentage value for X, X&Y, or Y in increments of 1.
 - Press the down arrow to decrease the percentage value for X, X&Y or Y in decrements of 1.
 - Press **Auto**.
- 4 Select **Start** to make copies or **Save** to select additional features.

Paper Supply



The Paper Supply option enables you to select output paper size and type.

The *Basic Copying* tab displays the Auto Paper selection feature. This option enables the copier to automatically detect the original document size and select the same standard size paper from Trays 1, 2, 3, or 4.

The *Basic Copying* tab also displays the contents of three other trays enabling you to specify your selection for output size. The Paper Supply More... button enables you to access the *Paper Supply* screen.

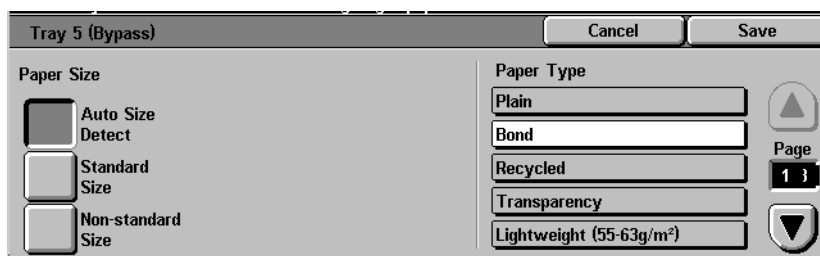
The paper size displayed for Trays 1, 2, 3, and 4 is set when you adjust the paper guides as part of the process of loading paper. The paper type for the trays can be set in System Settings mode.

You may select both the paper size and paper type on the detail screen when loading paper into Tray 5 (Bypass).

123...

- 1 On the *Basic Copying* tab under Paper Supply, select one of the following:
 - Select **Auto** to enable the copier to automatically select the appropriate paper.
 - Select **More...** to display the *Paper Supply* screen.
- 2 If More... is selected, select the tray that displays the desired paper.
- 3 Select **Start** to make copies or **Save** to select additional features.

Programming the Paper Supply for Tray 5 (Bypass)



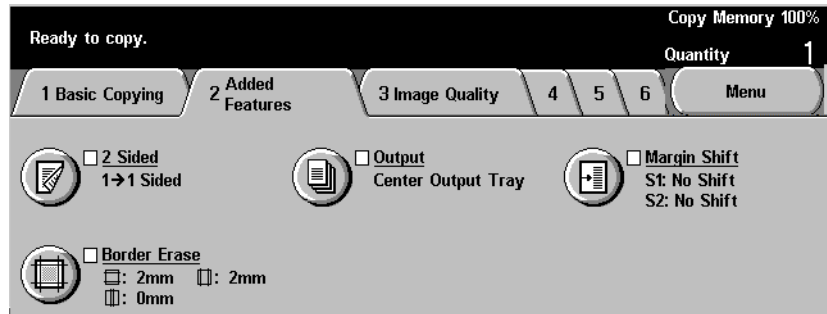
You must select the paper size and paper type when loading paper into Tray 5 (Bypass). Auto Size Detect can be used with standard size paper.

123...

- 1 On the *Basic Copying* tab select **More...** under Paper Supply.
- 2 Select **Tray 5 (Bypass)** to display the *Tray 5 (Bypass)* screen.
- 3 Perform one of the following to select Paper Size:
 - Select **Auto Size Detect**.
 - Select **Standard Size**.
 - Select the paper size from the list. Use the up and down arrows to see more selections.
 - Select **Non-standard Size** and enter in the X (width) and Y (length) dimensions by using the arrows.
 - Press the left or right arrows to decrease or increase the X dimension (140-483mm).
 - Press the up or down arrows to increase or decrease the Y dimension (100-305mm).
- 4 Select the appropriate Paper Type using the up and down arrow buttons. You can select Plain, Bond, Recycled, Transparency, and Lightweight - Extra Heavyweight paper.
- 5 Select **Save** to return to the *Paper Supply* screen.
- 6 Select **Start** to make copies or **Save** to select additional features.

NOTE: Paper Tray 5 cannot be used with the following features: Auto Size Detect with 1 to 2-Sided and 2 to 2-Sided, Auto Reduction/Enlargement, Auto Center, Corner Shift, Negative Image, Mirror Image, Book Duplex, Booklet Creation, Multiple Up, Repeat Image, Bound Originals and Poster.

Added Features Tab



Below is a brief description of each feature available on the *Added Features* tab. Each feature is explained in detail on the following pages.

2 Sided

Allows you to select one or two-sided originals, with options for one or two-sided output.

Output

Enables you to select the desired output order and destination of the output.

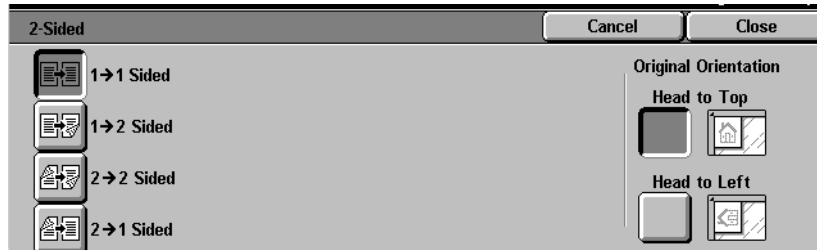
Margin Shift

Enables you to center a document image, shift the image to one edge or move the image to a specified edge of the output copy.

Border Erase

Allows you to erase any undesired images around the border or center of a document.

2 Sided



Use the 2 Sided feature to select one or two-sided originals, with options for one or two-sided output.

The following options are available:

- 1 to 1 Sided** Makes one-sided copies from one-sided input. This is the default setting.
- 1 to 2 Sided** Makes two-sided copies from one-sided input.
- 2 to 2 Sided** Makes two-sided copies from two-sided input.
- 2 to 1 Sided** Makes one-sided copies from two-sided input.

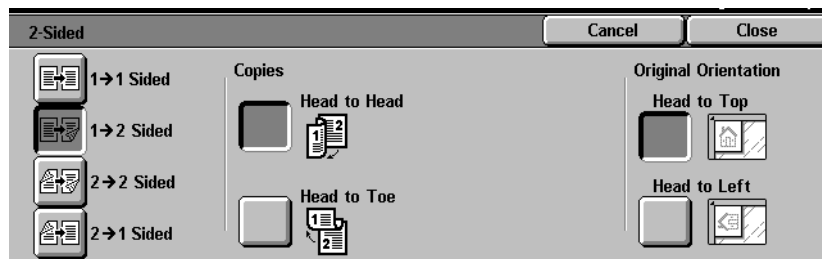
You can select several 2 Sided options from the *Basic Copying* tab or the *Added Features* tab.

123...

1 On the *Added Features* tab select **2 Sided**.

2 Select the desired option:

- **1 to 1 Sided**
- **1 to 2 Sided**
 - Select **Head to Head** for two-sided, head-to-head output, as for books.
 - Select **Head to Toe** for two-sided, head-to-toe output, as for calendars.



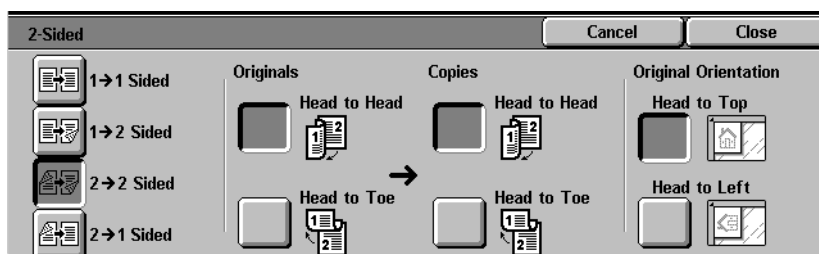
- **2 to 2 Sided**

Select the option for your Originals

- **Head to Head** if your originals are two-sided, head-to-head.
- **Head to Toe** if your originals are two-sided, head-to-toe.

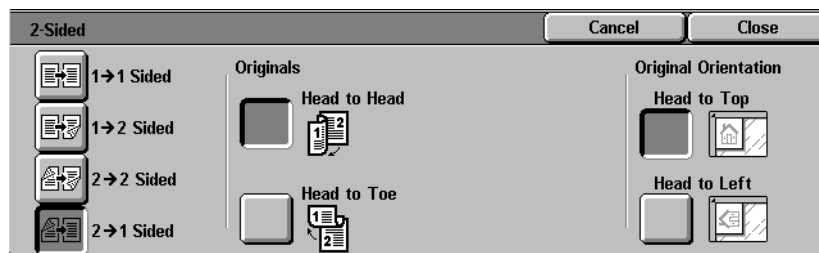
Select the option for your Copies

- **Head to Head** for two-sided, head-to-head output, as for books.
- **Head to Toe** for two-sided, head-to-toe output, as for calendars.



- **2 to 1 Sided**

- Select **Head to Head** if your originals are two-sided, head-to-head.
- Select **Head to Toe** if your originals are two-sided, head-to-toe.

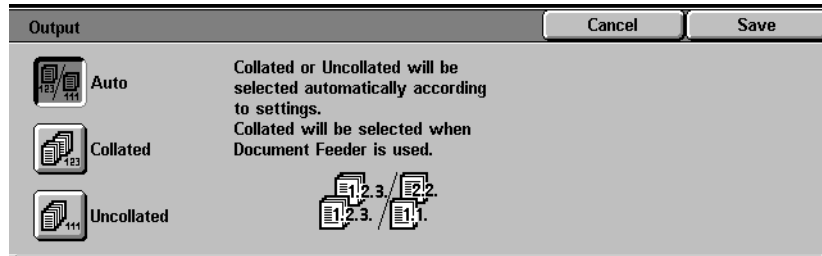


3 Select the icon that most closely resembles the Original Orientation for the loaded document(s).

4 Select **Start** to make copies or **Close** to select additional features.

NOTE: 1 to 2-Sided or 2 to 2-Sided cannot be selected when using Auto Size Detect for Tray 5 (Bypass), Repeat Image, Transparency Separators, Poster, or Booklet Creation.

Output



The Output feature enables you to select the destination of the output and determine whether it will be collated or uncollated.

The following options are available:

Auto

The copier automatically determines which output mode (collated or uncollated) for the job and delivers the copies to the output tray.

Collated

Collated sets are delivered to the output tray.

Uncollated

Uncollated sets are delivered to the output tray.

Collated refers to copies that are delivered as sets. Each copy set is in the order in which the originals were placed in the DADF. For example, if the originals are placed in the DADF in 1, 2, 3 order and you want to make 3 copies, the copy sets will output in 1, 2, 3 order.

Uncollated refers to copies that are delivered in the order in which they were copied. For example, if the originals are placed in the DADF in 1, 2, 3 order and you want to make 3 copies, the copy sets will output in 1, 1, 1, 2, 2, 2, 3, 3, 3 order.



- 1** On the *Added Features* tab select **Output**.
- 2** Select the desired option:
 - **Auto**
 - **Collated**
 - **Uncollated**
- 3** If you have a Finisher (optional accessory), select the desired Output Destination:
 - **Center Output Tray**
 - **Finisher Tray**
- 4** Select **Start** to make copies or **Save** to select additional features.

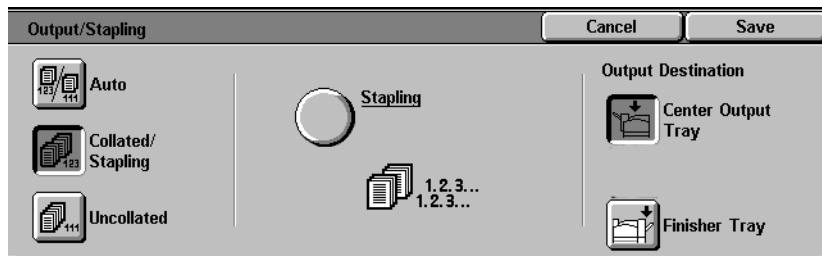
Stapling

This section describes the procedure for programming the Output feature to staple output. You must have a Finisher (optional accessory) to staple output.

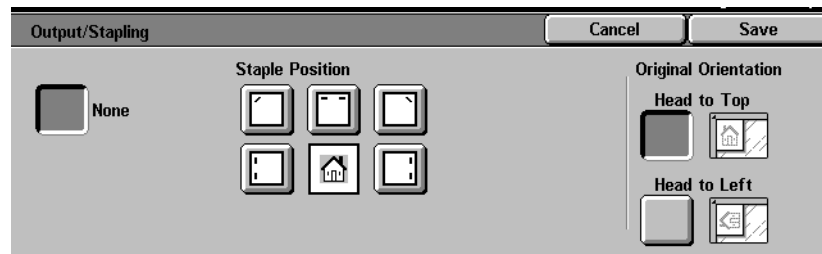
123...

USER GUIDE (COPIER)

- 1 On the *Added Features* tab select **Output**.

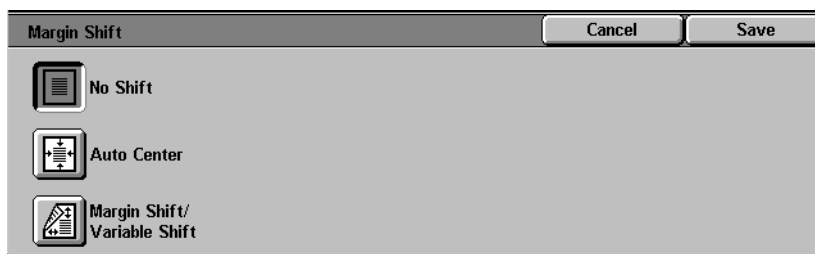


- 2 Select **Collated/Stapling**.
- 3 Select **Stapling**. The *Stapling* screen is displayed.



- 4 Select the desired stapling position.
The Finisher Tray is automatically selected as the Output Destination.
- 5 Select the desired Original Orientation:
 - **Head to Top**
 - **Head to Left**
 Select **Save**.
- 6 Select **Start** to make copies or **Save** to select additional features.

Margin Shift



The Margin Shift feature allows you to shift the position of the image on the copy. The image can be centered on the copy or moved to the top, bottom, left or right. When copying both sides, different settings can be set for Side 1 and Side 2.

The following types of Margin Shift are available:

No Shift

Copies are made without shifting the original. This is the default setting.

Auto Center

Select this to center an image on the copy when the original and copy paper are a different size. It may also be used to center a reduced or enlarged image on the output paper.

Corner Shift

Select this to move your image to a specified corner.

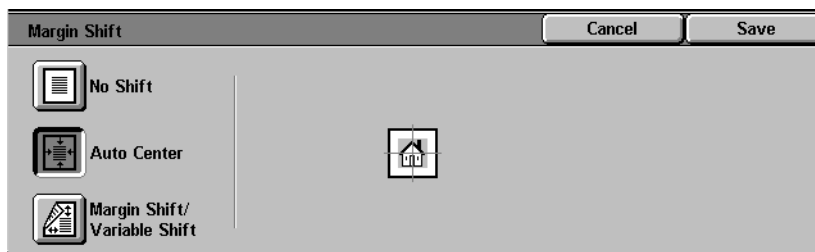
Variable Shift

Select this to move your image up, down, left or right by entering in a value. The range is from 0 to 50mm in 1mm increments.

Using the Auto Center Feature



- 1** On the *Added Features* tab select **Margin Shift**.
- 2** Select **Auto Center**.

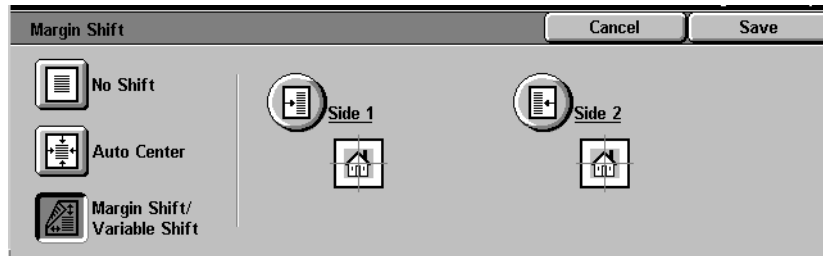


- 3** Select **Start** to make copies or **Save** to select additional features.

123...

Using the Margin Shift/Variable Shift Feature

- 1 On the *Added Features* tab select **Margin Shift**.
- 2 Select **Margin Shift/Variable Shift**.
- 3 Select the desired option:



- Side 1
 - Side 2
- 4 Select the desired shift option:
 - No Shift
 - Auto Center
 - Corner Shift
 - Press the arrow icon that illustrates the desired location of the image on the output copy.
 - Variable Shift
 - Press the left arrow to shift the image toward the left edge. Press the right arrow to shift the image toward the right edge.
 - Press the up arrow to shift the image toward the top edge. Press the down arrow to shift the image toward the bottom edge.
 - 5 Select the icon that most closely resembles the Original Orientation for the original.
 - 6 Select **Start** to make copies or **Save** to select additional features.

Border Erase



The Border Erase feature enables you to eliminate unwanted marks near the edges of the original from the output copy. The range for Border Erase is 0 through 50mm in 1mm increments.

Border Erase offers the following options which can be used individually or combined together:

- Top & Bottom** For Normal the default is 2mm. For Variable Erase the default is 5mm.
- Left & Right** For Normal the default is 2mm. For Variable Erase the default is 5mm.
- Center** The default is 0mm.

The selected settings are applied to both the front and back of 2-sided copies.

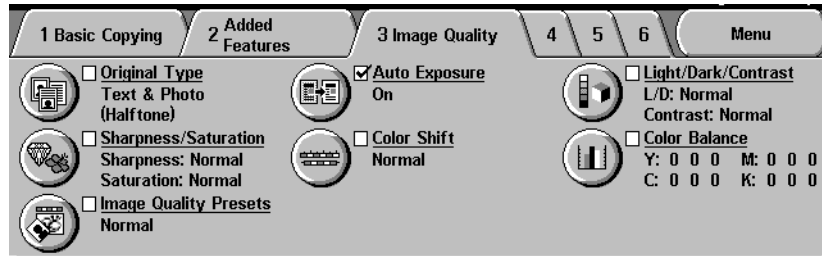
When the image is reduced or enlarged, the selected percentage will be applied to the Border Erase. For example, if Variable Erase is set to 30mm, a 50% reduction will result in 15mm of border erase on the output.

When making copies the copier always automatically adds a Border Erase of 2mm to the top, bottom, left and right. This cannot be eliminated.

123...

- 1** On the *Added Features* tab select **Border Erase**.
- 2** Select **Variable Erase**.
- 3** Press the up or down arrows to increase or decrease the Border Erase amount(s) for Top & Bottom, Left & Right, and Center.
- 4** Select the icon that most closely resembles the Original Orientation for the loaded document(s).
- 5** Select **Start** to make copies or **Save** to select additional features.

Image Quality Tab



Below is a brief description of each feature available on the *Image Quality* tab. Each feature is explained in detail on the following pages.

- Original Type** Enables you to select the type of original document you wish to copy to ensure optimum copy quality.
- Auto Exposure** Prevents the background color of an original from appearing on the output copies.
- Lighter/Darker/Contrast** Allows you to adjust the lightness, darkness and contrast of the output copy.
- Sharpness/Color Saturation** Allows you to adjust the amount of edge definition and the overall richness of the color of the output copy
- Color Shift** Allows you to shift all of the copy colors toward the adjacent hue.
- Color Balance** Enables you to set the balance of Yellow, Magenta, Cyan and Black by varying degrees of density for each color.
- Image Quality Presets** Automatically adjusts the image quality settings to produce output with various predetermined effects.

Original Type



The Original Type feature enables you to define the kind of original document you wish to copy. The copier automatically makes adjustments to optimize the copy based on the original type.

The following types are available:

Text & Photo

Use for original documents that contain pictures and printed text, as you often see in magazines or professional journals.

NOTE: *This is the default setting. Originals do not have to contain photographs and text. Simply use this setting to apply the best sharpness and density levels automatically for optimum color quality on all your color copies.*

Text

Use for text documents composed of fine line characters or other high contrast documents with bright, dense colors. Selecting this option suppresses background color.

Photo

Use for photographs or lithographs.

Other Color Originals

Use for original documents containing colored background such as maps, originals marked by highlighter pens, and documents printed on inkjet printers.

123...

- 1** On the *Image Quality* tab select **Original Type**.
- 2** Select the type of Original:
 - **Text & Photo**

Select the Photo Type that best describes the photo in the original document

 - **Halftone:** Use this option when copying from newspapers or magazines
 - **Photograph:** Use this option when copying photos
 - **Color Copies:** Use this option when copying Xerographic reproductions
 - **Text**
 - **Photo**

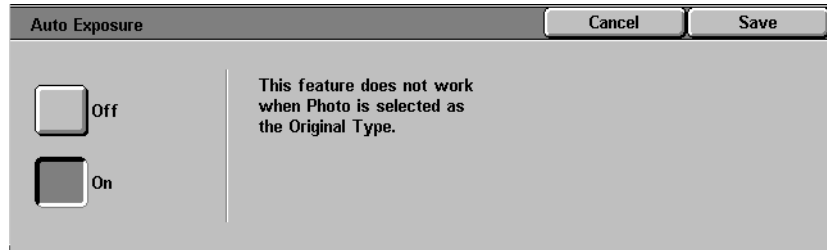
Select the Photo Type that best describes the photo in the original document

 - **Halftone:** Use this option when copying from newspapers or magazines
 - **Photograph:** Use this option when copying photos
 - **Color Copies:** Use this option when copying Xerographic reproductions
 - **Other Color Originals**

Select the option that best describes the original document

 - **Map:** Use this option when copying from originals with colored backgrounds such as maps
 - **Highlighted Originals:** Use this option when copying from originals marked with highlighter pen
 - **Inkjet Originals:** Use this option when copying from originals made on Inkjet printers
- 3** Select **Start** to make copies or **Save** to select additional features.

Auto Exposure

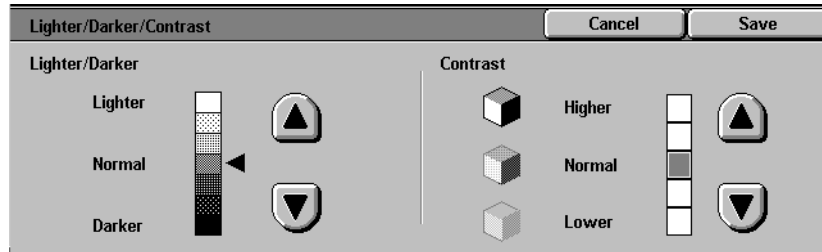


This feature prevents the background color of an original from appearing on the output copy. A newspaper or colored paper are examples of this type of original.



- 1** On the *Image Quality* tab select **Auto Exposure**.
- 2** Select **On**.
- 3** Select **Start** to make copies or **Save** to select additional features.

Lighter/Darker/Contrast



USER GUIDE (COPIER)

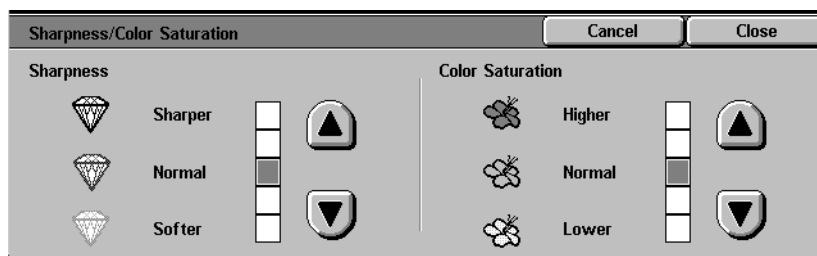
The Lighter/Darker feature enables you to adjust the overall lightness or darkness of the output copy. Contrast allows you to adjust the clearness of the image. If you increase the Contrast, the copy appears sharp & vivid and is composed of mainly high and low density elements. If you decrease the Contrast, the copy is softer and renders more uniformly using mid-tones.

There are seven levels of adjustment for Lighter/Darker and five levels of adjustment for Contrast.

123...

- 1** On the *Image Quality* tab select **Lighter/Darker/Contrast**.
- 2** Press the up and down arrows to Lighten or Darken the original.
- 3** Press the up and down arrows to adjust the Contrast the original.
- 4** Select **Start** to make copies or **Save** to select additional features.

Sharpness/Saturation



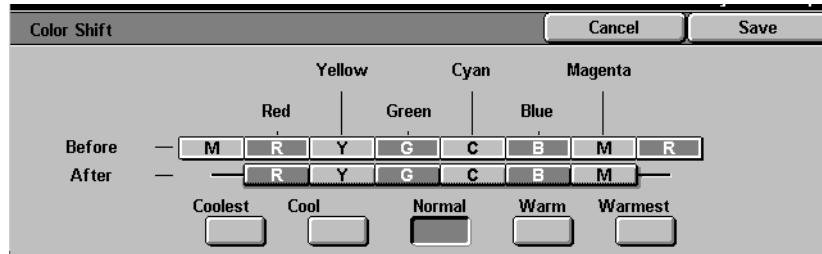
The Sharpness feature allows you to adjust the amount of edge definition on the copies. The Color Saturation feature allows you to adjust the overall richness of color on the copy. There are five levels of adjustment for each feature.

123...

- 1** On the *Image Quality* tab select **Sharpness/Saturation**.
- 2** Press the up and down arrows to increase or decrease the Sharpness of the original.
- 3** Press the up and down arrows to adjust the Color Saturation of the original.
- 4** Select **Start** to make copies or **Save** to select additional features.

NOTE: *Color Saturation cannot be adjusted when the Black is selected for Output Color.*

Color Shift



USER GUIDE (COPIER)

The Color Shift feature allows you to shift all of the copy colors toward the adjacent hue.

If you select one of the Warm buttons, the red colors shift toward the yellow hue, the green colors shift toward the cyan hue, and the blue colors shift toward the magenta hue. All colors between these original colors also shift in the same direction.

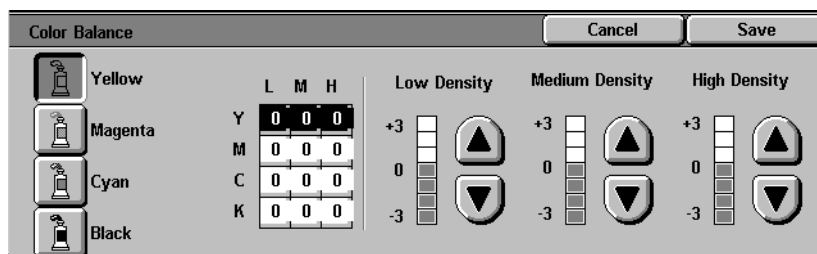
If you select one of the Cool buttons, the red colors shift toward the magenta hue, the blue colors shift toward the cyan hue, and the green colors shift toward the yellow hue. Again, all colors between these original colors also shift in the same direction.

123...

- 1** On the *Image Quality* tab select **Color Shift**.
- 2** Press the button for the desired Color Shift ranging from Coolest to Warmest.
- 3** Select **Start** to make copies or **Save** to select additional features.

NOTE: *Color Shift cannot be adjusted when Black is selected for Output Color.*

Color Balance

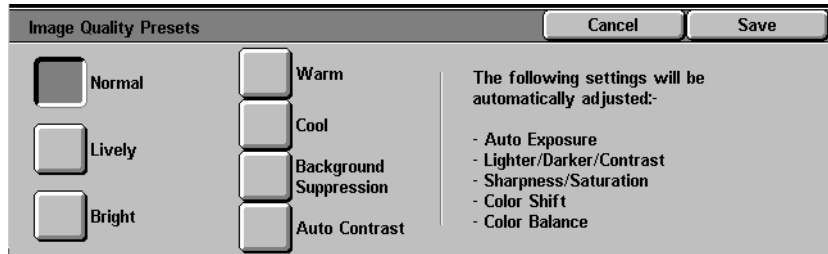


The Color Balance feature allows you to adjust the balance between colors and the overall amount of color on the output copies. You can adjust the levels of all four process colors (Yellow, Magenta, Cyan, and Black) for their low, medium and high density ranges.



- 1** On the *Image Quality* tab select **Color Balance**.
- 2** Select the button for the color you want to adjust.
- 3** Select the desired density (Low, Medium, High) and perform one of the following:
 - Press the up arrow to increase the amount of color to be added.
 - Press the down arrow to decrease the amount of color to be added.
- 4** Select **Start** to make copies or **Save** to select additional features.

Image Quality Presets



USER GUIDE (COPIER)

The Image Quality Presets feature automatically changes Image Quality settings to produce various predetermined effects.

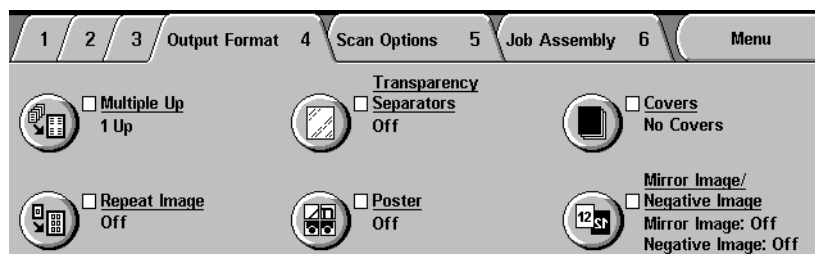
The following options are available:

- Normal** Makes no changes to the image quality and produces copies with the same quality and density of the original. This is the default setting.
- Lively** Uses the highest color saturation to produce rich, vivid output colors.
- Bright** Produces a sharp, clear image on the copy.
- Warm** Produces a soft image on the copy by transforming low density colors into light and reddish colors. Use this setting to apply a light pink tone to skin colors and to give a soft tone to dark, warm colors.
- Cool** Produces a strong, clear blue tone on the copy. This setting can be used to make the blue color of water stronger and to make dark, cold colors clearer.
- Background Suppression** Prevents undesired marks or images that are printed on the back of an original from appearing on the output copies.
- Auto Contrast** Adjusts brightness and saturation to produce clearer looking images.

123...

- 1** On the *Image Quality* tab select **Image Quality Presets**.
- 2** Press the button for the desired option.
- 3** Select **Start** to make copies or **Save** to select additional features.

Output Format Tab



Below is a brief description of each feature available on the *Output Format* tab. Each feature is explained in detail on the following pages.

Multiple Up

Allows you to copy 2 or 4 images from multiple originals onto a single page.

Transparency Separators

Allows you to insert blank paper separators between transparencies. Also copy sets can be made in conjunction with the transparencies.

Covers

Allows you to add covers to your copied sets using paper drawn from a different tray than your copies.

Repeat Image

Allows you to copy a single image multiple times onto one page.

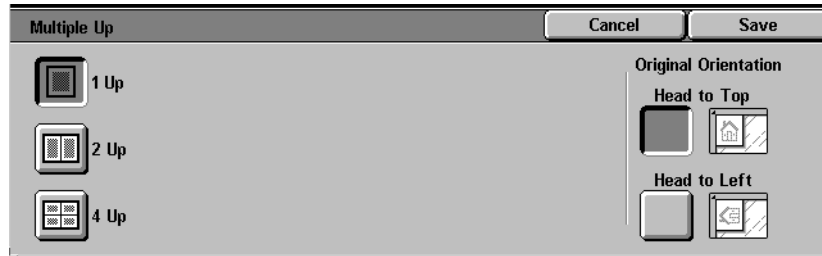
Poster

Allows you to create a poster size reproduction of the original document by creating multiple images that can be trimmed and joined together after.

Mirror Image/Negative Image

Enables you to create negative, mirror or negative mirror images on your output copy.

Multiple Up



The Multiple Up feature enables you to copy 2 or 4 images from multiple originals onto a single page.

NOTE: When using this feature place the originals in the DADF.

NOTE: Depending on the size of the original, some image loss might occur along the edge of the image.

The following options are available:

- 1 Up** Copies one image on each output copy.
- 2 Up** Copies two images on each output copy.
- 4 Up** Copies four images on each output copy.

123...

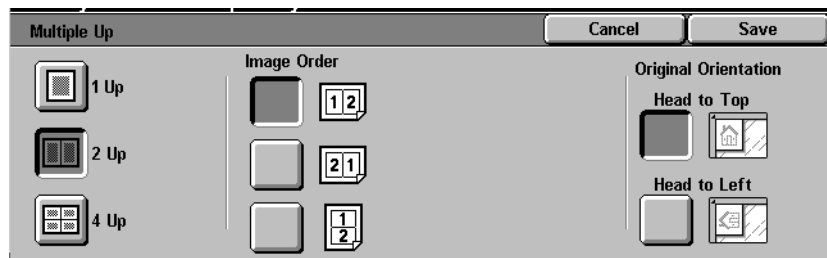
1 On the *Output Format* tab select **Multiple Up**.

2 Select the desired option:

- **1 Up**
- **2 Up**

Select the desired Image Order:

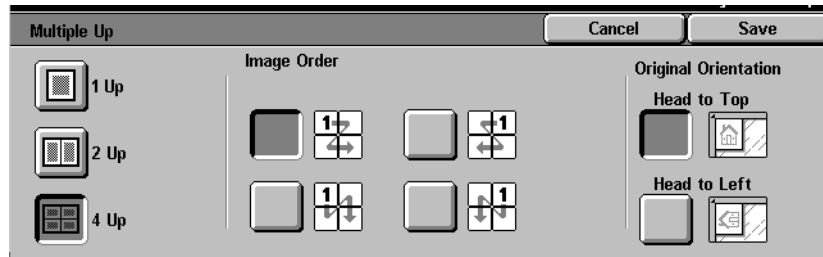
- **Left to Right**
- **Right to Left**
- **Top to Bottom**



- **4 Up**

Select the desired Image Order:

- Horizontally from the upper left corner
- Horizontally from the upper right corner
- Vertically from the upper left corner
- Vertically from the upper right corner



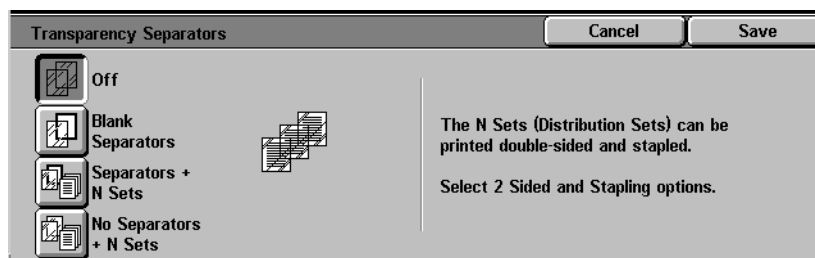
3 Select the icon that most closely resembles the Original Orientation for the loaded documents.

4 Select **Start** to make copies or **Save** to select additional features.

NOTE: *Multiple Up cannot be used with the following features: Auto Paper Tray Selection, Bound Originals, Book Duplex, Poster, Repeat Image, Booklet Creation, and Mixed Size Originals.*

NOTE: *When Border Erase or Margin Shift is used with Multiple Up, the erase or shift amount is reflected on each original document.*

Transparency Separators



When the Transparency Separators feature is used, the copier automatically inserts a blank sheet of paper between the transparency copies. In addition to the transparency set, you may also select copy sets.

The following options are available:

- Off** Copies are made without transparency separators.
- Blank Separators** A blank sheet of paper is inserted between every transparency. Only one set can be made.
- Separators + N Sets** A blank sheet of paper is inserted between every transparency. In addition the quantity selected determines how many copy sets (N sets) will also be made as part of the job.
- No Separators + N Sets** A transparency set is made without blank separators. In addition the quantity selected determines how many copy sets (N sets) will also be made as part of the job.

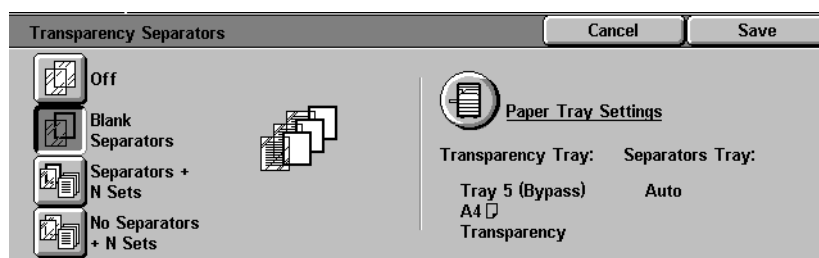
NOTE: When using this feature, load transparencies into Paper Tray 5. Make sure that there is paper of the same size and orientation in another tray for the separators and/or copy sets.

NOTE: Separators are blank sheets of paper and are not added to the Meter count.

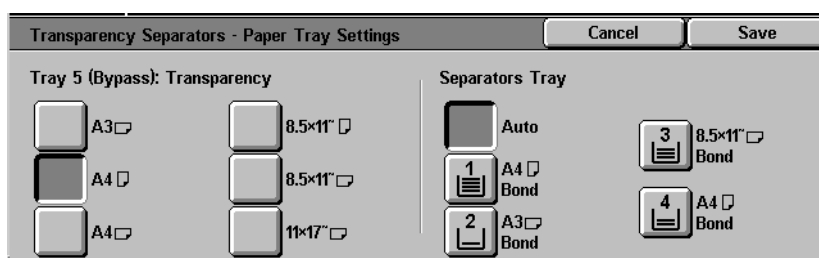
Selecting Blank Separators

123...

- 1 On the *Output Format* tab select **Transparency Separators**.
- 2 Select **Blank Separators**.



- 3 Select **Paper Tray Settings**.

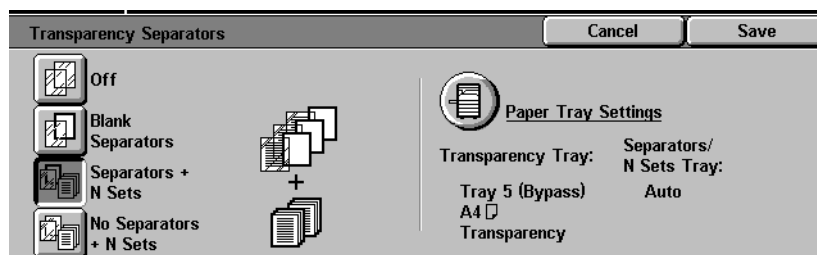


- 4 Select the size/orientation of the transparencies loaded in Tray 5 (Bypass).
- 5 Select the paper tray to use for the Blank Separators.
- 6 Select **Start** to make copies or **Save** to select additional features.

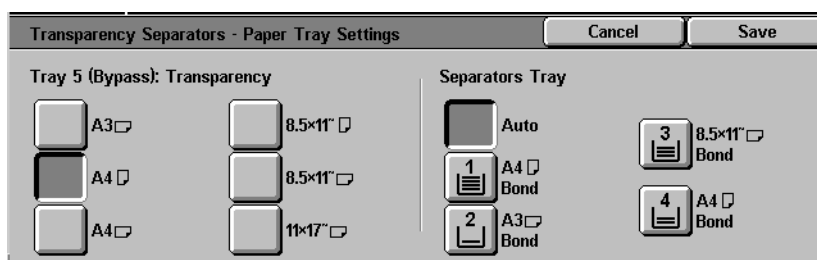
Selecting Separators + N Sets

123...

- 1 On the *Output Format* tab select **Transparency Separators**.
- 2 Select **Separators + N Sets**.



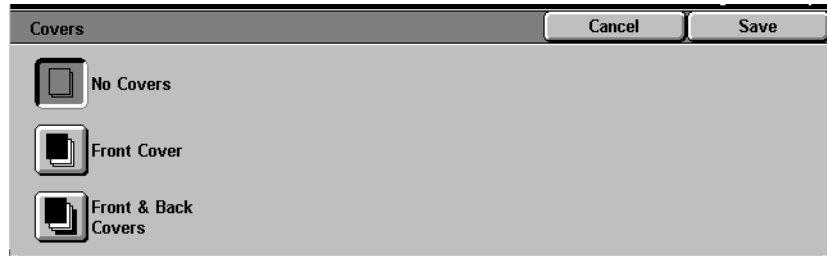
- 3 Select **Paper Tray Settings**.



- 4 Select the size/orientation of the transparencies loaded in Paper Tray 5.
- 5 Select the paper tray to use for the Separators and N sets.
- 6 Select **Save**.
- 7 Select **Start** to make copies or **Save** to select additional features.

NOTE: *Transparency Separators cannot be used with the following features: Uncollated, Reduce/Enlarge, Covers, Booklet Creation, Book Duplex, and 2-Sided output.*

Covers



This feature allows you to add covers to your copied sets, using paper drawn from a different tray than your copies. You can have blank or printed covers.

The following options are available:

No Covers

No Covers are added to the copy set. This is the default setting.

Front Covers

A Front Cover is added to the copy set with or without an image.

Front & Back Covers

A Front & Back Cover is added to the copy set with or without an image.

To copy an image on only one side of the cover when making 2-Sided copies, insert a blank sheet in the original set of documents in the appropriate position before making copies.

123...

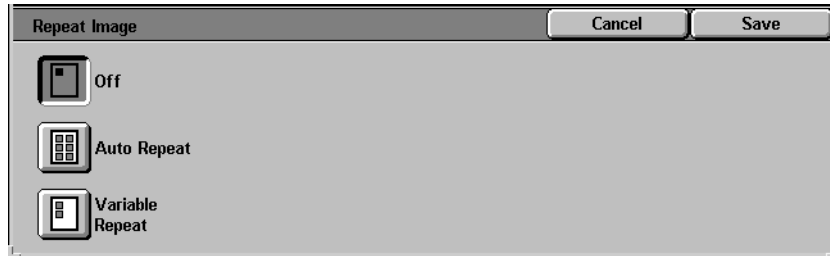
- 1 On the *Output Format* tab select **Covers**.
- 2 Select the desired option:
 - **No Covers**
 - **Front Covers**
 - **Front & Back Covers**
- 3 If you selected Front Covers or Front & Back Covers, select the desired Printed Covers option.
- 4 Select **Paper Tray Settings**.



- 5 Select the correct paper tray for the Body Pages and Covers.
- 6 Select **Save**.
- 7 Select **Start** to make copies or **Save** to select additional features.

NOTE: Covers cannot be used with the following features:
Uncollated, Repeat Image, Poster, Transparency Separators, Booklet Creation, and Auto Paper selection.

Repeat Image



The Repeat Image feature enables you to copy a single image multiple times onto one page.

The following options are available:

Off This is the default setting, which produces only one image per output page.

Auto Repeat This option enables the copier to automatically determine the number of output images that will fit on a single page.

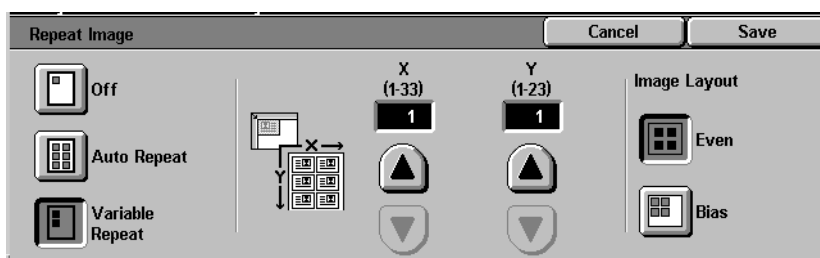
Variable Repeat With this option you can specify the number of images that will print on a single sheet by selecting the number of rows and columns.

123...

1 On the *Output Format* tab select **Repeat Image**.

2 Select the desired option:

- **Off**
- **Auto Repeat**
- **Variable Repeat**



- Press the up arrow to increase the number of images to print in a column, or press the down arrow to decrease the number. The range is from 1 through 33.
- Press the up arrow to increase the number of images to print in a row, or press the down arrow to decrease the number. The range is from 1 through 23.

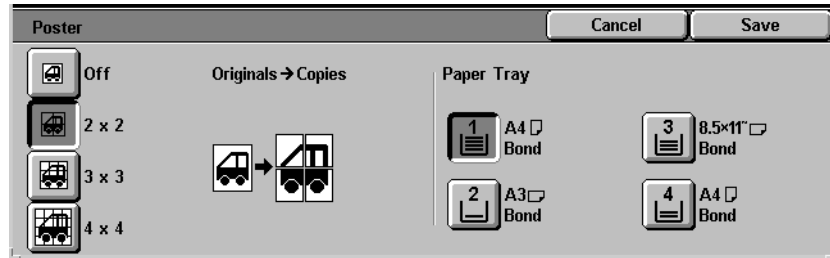
3 For Auto Repeat and Variable Repeat select the Image Layout for the output copy.

- **Even:** Centers all the images on the output copy.
- **Bias:** Places the images one after the other on the output copy.

4 Select **Start** to make copies or **Save** to select additional features.

NOTE: Repeat Image cannot be used with the following features: Auto Paper selection, Multiple Up, Bound Originals, Poster, Book Duplex, Covers, and Booklet Creation.

Poster



This feature allows you to create a poster size reproduction of the original document by creating multiple images that can be trimmed and joined together after. There will be a 10mm image overlap on the copies to allow for the trimming and joining required to assemble the copies into a poster.

When using this feature place the original on the Document Glass in the same orientation as the orientation of the paper loaded in the selected paper tray. The DADF cannot be used.

The following options are available:

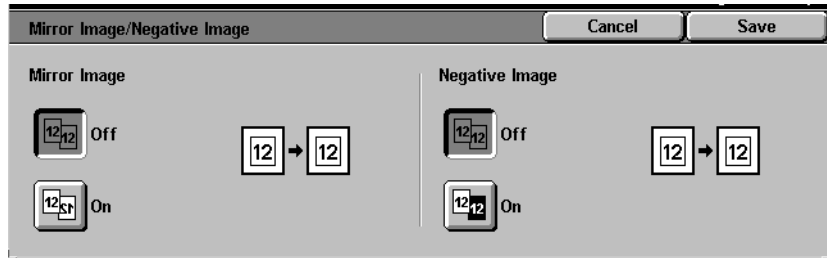
- 2 x 2** The document is copied and divided onto a total of four sheets, two in the X direction and two in the Y direction.
- 3 x 3** The document is copied and divided onto a total of nine sheets, three in the X direction and three in the Y direction.
- 4 x 4** The document is copied and divided onto a total of sixteen sheets, four in the X direction and four in the Y direction.



- 1** On the *Output Format* tab select **Poster**.
- 2** Select the desired option:
 - **2 x 2**
 - **3 x 3**
 - **4 x 4**
- 3** Select the desired Paper Tray.
- 4** Select **Start** to make copies or **Save** to select additional features.

NOTE: *Poster cannot be used with the following features: Tray 5 (Bypass), Auto Paper Tray selection, 1 to 2 Sided, 2 to 2 Sided, Multiple Up, Collated, Repeat Image, Bound Originals, Covers, Book Duplex, Transparency Separators, Booklet Creation, and Build Job.*

Mirror Image/ Negative Image



USER GUIDE (COPIER)

When the Mirror Image feature is selected, the output copy appears as a mirror image reflection of the original document. The Negative Image feature reverses the colors of the whole document image.

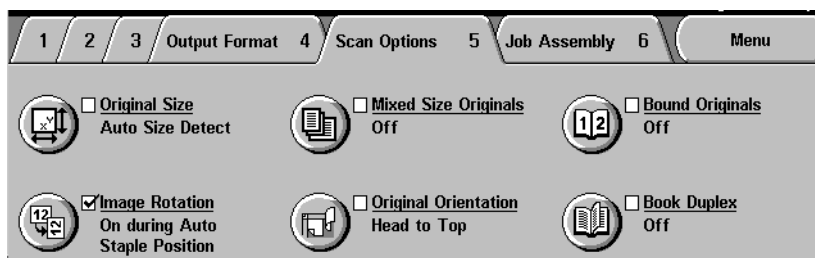
NOTE: *Negative Image cannot be used with Dual Color.*

NOTE: *When Negative Image is used with Border Erase, the Border Erase area becomes white.*

123...

- 1** On the *Output Format* tab select **Mirror Image/ Negative Image**.
- 2** Select the desired options:
 - Select **On** or **Off** for Mirror Image.
 - Select **On** or **Off** for Negative Image.
- 3** Select **Start** to make copies or **Save** to select additional features.

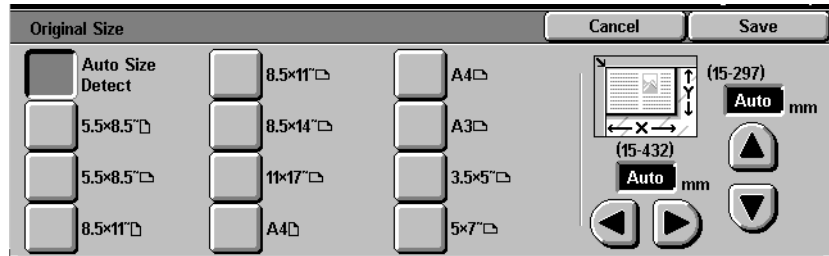
Scan Options Tab



Below is a brief description of each feature available on the *Scan Options* tab. Each feature is explained in detail on the following pages.

- Original Size** Enables you to specify the size of the original document to be copied.
- Mixed Size Originals** Allows you to place documents of mixed sizes into the DADF for copying.
- Bound Originals** Automatically scans two adjoining pages of a bound document and copies them onto two separate sheets of paper.
- Image Rotation** Automatically rotates the image to match the copy output paper when the original orientation and the copy paper are different.
- Original Orientation** Allows you to indicate the top of the original so that your output will be oriented as desired.
- Book Duplex** Allows you to make two-sided copies from a bound original.

Original Size



Use the Original Size feature to specify the original document size.

The following options are available:

Auto Detect

The copier automatically recognizes the size of standard documents in the DADF or on the Document Glass. This is the default setting.

Standard Sizes

Select the document size from one of the 11 preset sizes. These presets can be changed in System Settings mode. You must place the original on the Document Glass.

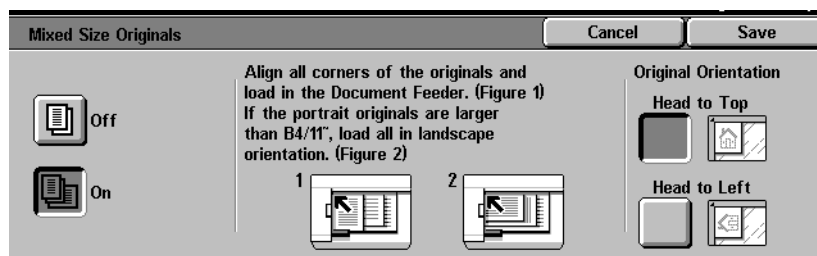
Non-standard Sizes

Allows you to manually enter the size of the document placed on the Document Glass.

123...

- 1 On the *Scan Options* tab select **Original Size**.
- 2 Perform one of the following:
 - Select **Auto Size Detect** to have the copier identify the size of the original document.
 - Select the appropriate size of the document from one of the preset size buttons.
 - Enter the width (X) and length (Y) dimensions of the original document.
 - Press the left or right arrows to decrease or increase the X dimension. X dimensions range from 15 to 432mm in 1 mm increments.
 - Press the up or down arrows to increase or decrease the Y dimension. Y dimensions range from 15 to 297mm in 1 mm increments.
- 3 Select **Start** to make copies or **Save** to select additional features.

Mixed Size Originals



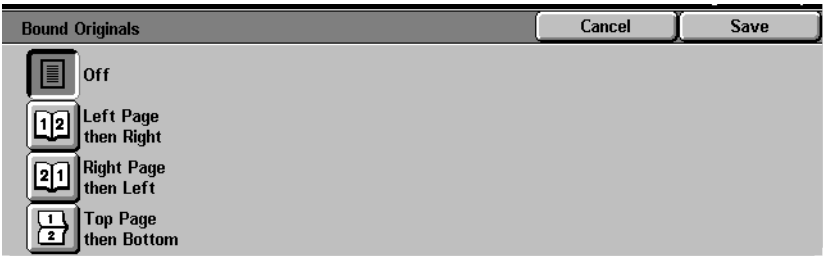
This option allows you to place documents of standard mixed sizes into the DADF for copying. When the Mixed Size Originals feature and Auto Paper selection are selected, the copier automatically identifies each document size and selects the appropriate paper tray. You can also specify a paper tray so that all copies are made on the same size paper.

123...

- 1** On the *Scan Options* tab select **Mixed Size Originals**.
- 2** Select the desired option:
 - **Off**: when documents are all the same size.
 - **On**: when documents are different sizes.
- 3** Load the mixed size originals with one edge of every sheet aligned evenly against the top left corner of the DADF to avoid misfeeds.
- 4** Select the icon that most closely resembles the Original Orientation for the loaded documents.
- 5** Select **Start** to make copies or **Save** to select additional features.

NOTE: *Mixed Size Originals cannot be used with the following features: Covers, Transparency Separators, Multiple Up, Auto Repeat Image, and Booklet Creation.*

Bound Originals



The Bound Originals feature enables you to copy a bound document such as books, magazines, notebooks, or stapled sets. When this feature is selected, each page is copied onto a separate sheet of paper.

You must place your bound document face down in the upper left corner of the Document Glass. The DADF cannot be used.

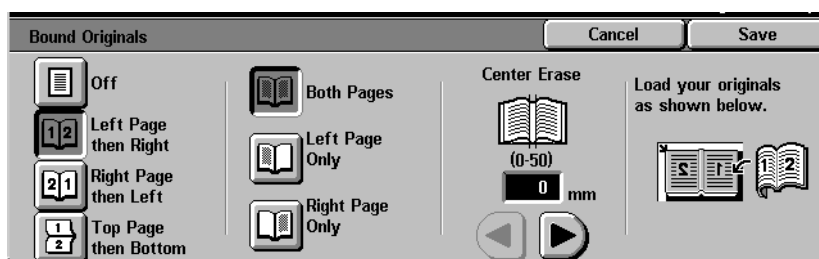
The following options are available:

- | | |
|-----------------------------|---|
| Off | This is the default. |
| Left Page then Right | Copies are made starting from the left page of a bound document. |
| Right Page then Left | Copies are made starting from the right page of a bound document. |
| Top Page then Bottom | Copies are made starting from the top page of a bound document. |

Along with the Bound Originals feature, Center Erase is offered. This option allows you to remove the shadow caused by the center binding of bound documents when they are copied. This corresponds to the Center Erase feature under Margin Shift.

123...

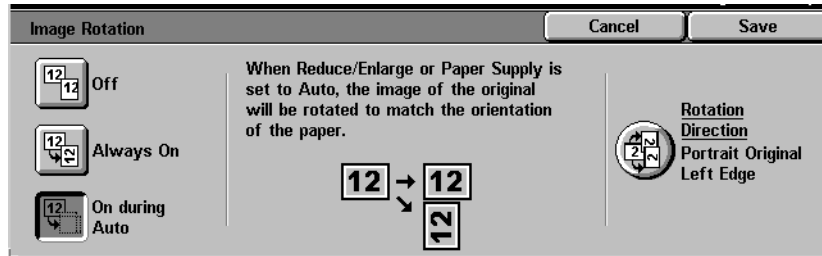
- 1 On the *Scan Options* tab select **Bound Originals**.
- 2 Select the desired format:
 - **Left Page then Right**
 - **Right Page then Left**
 - **Top Page then Bottom**
- 3 Select which pages are to be copied:



- **Both Pages**
 - **Left Page Only**
 - **Right Page Only**
- 4 Press the left and right arrows to decrease or increase the Center Erase amount from 0 to 50mm.
 - 5 Select **Start** to make copies or **Save** to select additional features.

NOTE: *Bound Originals cannot be used with the following features: Auto Size Detect for Tray 5, Multiple Up, Repeat Image, Book Duplex, and Poster.*

Image Rotation



This feature allows the machine to automatically rotate the image so that the orientation of the document matches the output paper.

The following options are available:

- Off** The copier will not rotate the image even if the orientation differs from the output paper.
- Always On** The copier will automatically rotate the image if the orientation differs from the output paper.
- On during Auto** The copier will automatically rotate the image if the orientation differs from the output paper only when Auto Paper selection is selected, or Auto % is selected in Reduce/Enlarge. If a specific paper tray is selected without Auto %, image rotation will not occur.

123...

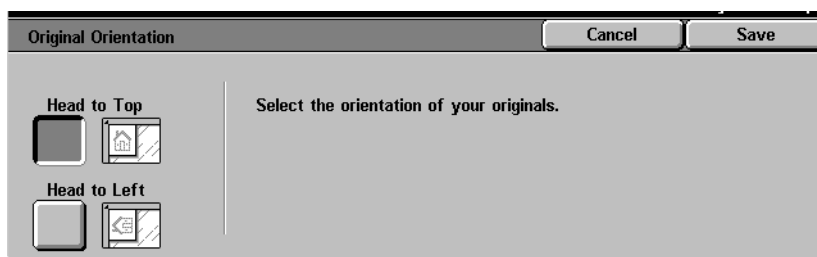
- 1** On the *Scan Options* tab select **Image Rotation**.
- 2** Select the desired option:
 - **Off**
 - **Always On**
 - **On during Auto**
- 3** If using Mixed Size Originals, select **Rotation Direction**. Select the desired option:
 - **Portrait Original - Left Edge**
 - **Portrait Original - Right Edge**

- 4** Select **Start** to make copies or **Save** to select additional features.

NOTE: *Image Rotation cannot be used with the following features: Auto Size Detect for Paper Tray 5, Repeat Image and Poster.*

NOTE: *When Booklet Creation is selected, Image Rotation occurs automatically regardless of the Image Rotation setting.*

Original Orientation

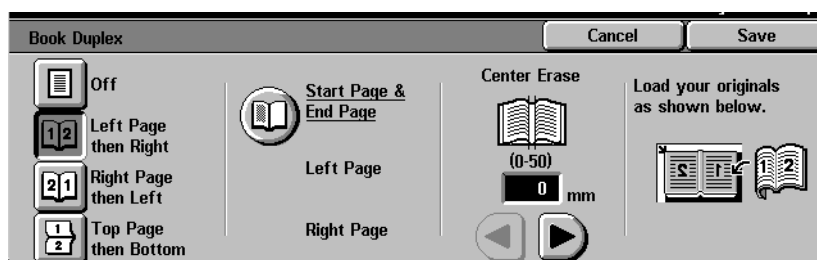


The document orientation must be set to indicate the top of the original when using the following features: 2-Sided, Margin Shift, Border Erase, Multiple Up, Repeat Image, Mixed Size Originals, and Independent X-Y%.

Original Orientation is designed as follows:

- Head to Top** Select this when placing the top of the document at the top of the DADF or Document Glass.
- Head to Left** Select this when placing the top of the document towards the left of the DADF or Document Glass.

Book Duplex



The Book Duplex feature enables you to make 2 Sided copies of a bound document such as books, magazines, notebooks, or stapled sets.

You must place your bound document face down in the upper left corner of the Document Glass. The DADF cannot be used.

The following options are available:

Left Page then Right

Copies are made starting from the left page of a bound document.

Right Page then Left

Copies are made starting from the right page of a bound document.

Top Page then Bottom

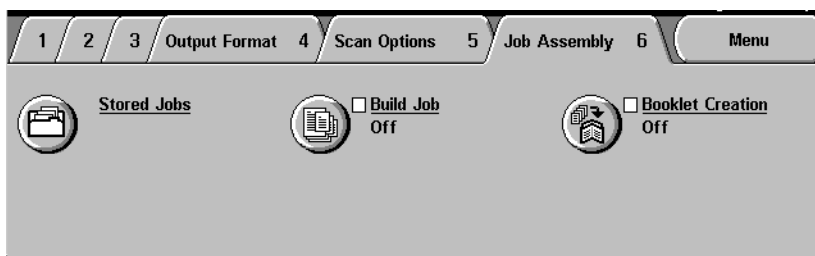
Copies are made starting from the top page of a bound document.

Along with the Book Duplex feature, Center Erase is offered. This option allows you to remove the shadow caused by the center binding of bound documents when they are copied. This corresponds to the Center Erase feature under Margin Shift.

123...

- 1** On the *Scan Options* tab select **Book Duplex**.
- 2** Select the desired format:
 - **Left Page then Right**
 - **Right Page then Left**
 - **Top Page then Bottom**
- 3** Select **Start Page & End Page** and select the desired options. Press **Save** to return to the *Book Duplex* screen.
- 4** Press the left and right arrows to decrease or increase the Center Erase amount from 0 to 50mm.
- 5** Select **Start** to make copies or **Save** to select additional features.

Job Assembly Tab



Below is a brief description of each feature available on the *Job Assembly* tab. Each feature is explained in detail on the following pages.

Stored Jobs

Allows you to program various feature settings in the built-in copier memory as a single job.

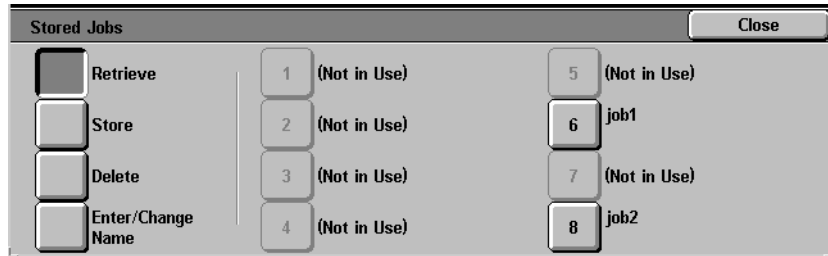
Build Job

Allows you to build a job using different settings for each page or segment of a job.

Booklet Creation

Automatically copies your originals such that the output set can be folded into a booklet.

Stored Jobs



USER GUIDE (COPIER)

The Stored Jobs feature allows you to program various feature settings in the built-in copier memory as a single job. Up to 8 jobs can be stored and up to 18 characters can be entered for each job name. This feature is especially helpful for complex jobs that you run frequently.

You can retrieve stored jobs and apply their programming features to a new copy job. Deleting stored jobs frees that memory position for storing different jobs.

Storing a Job

123...

- 1** Program the features and options you want to save for future use.
- 2** On the *Job Assembly* tab select **Stored Jobs**.
- 3** Select **Store**.
- 4** Select the desired icon to identify the job number.
- 5** Select **Enter/Change Name** to name the job.
- 6** Select the job number.
- 7** Enter a name up to 18 characters long for the stored job and select **Save**.
- 8** Select **Close**.

123...

Deleting a Job

- 1** On the *Job Assembly* tab select **Stored Jobs**.
- 2** Select **Delete**.
- 3** Select the job number you want to delete.
- 4** Select the desired option:
 - **Yes:** to confirm the deletion.
 - **No:** to cancel the deletion.
- 5** Select **Close**.

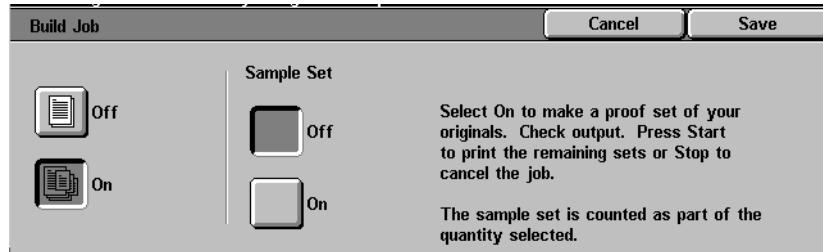
You can now store a new job in place of the job you deleted.

123...

Retrieving a Job

- 1** On the *Job Assembly* tab select **Stored Jobs**.
- 2** Select the job number you want to retrieve.
- 3** Select **Close**.
- 4** Select **Start** to make copies.

Build Job



USER GUIDE (COPIER)

Build Job enables you to program, scan, and store individual job segments of a large or complex job, and then print all the segments as one complete job.

123...

- 1** On the *Job Assembly* tab, select **Build Job**.
- 2** Select **On**.
- 3** To make a sample set of your originals, select **On** for Sample Set. Select **Save**.
- 4** Load your originals for the first segment of the job.
- 5** Set the desired features for the job and press **Start**.
- 6** Check that **Next Original** is selected while the document is being copied.

7 Load the next segment of the job, and set the desired features.

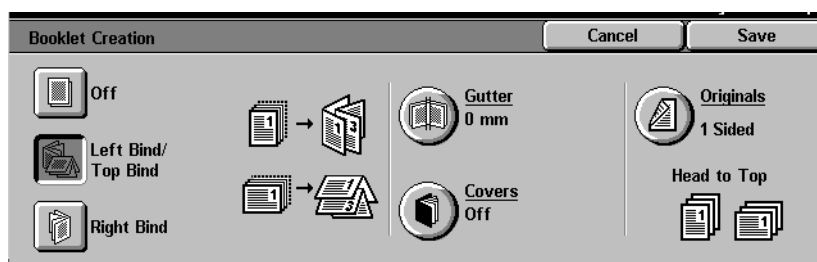
- **Chapter Division** - If you select Chapter Division, the next document will be copied onto Side 1, if 2 Sided is selected.
- **Change Settings** - Select **Change Settings** to change job features for the next segment of the job. When you select Change Settings, the *Basic Copying* screen is displayed. Select the desired features.

8 Select **Start**. Repeat steps 5 through 7 for each job segment.

9 Select **Last Original** after the last segment is scanned.

- **Sample Set Off** - If you selected **Off** for Sample Set, the entire job will be output.
- **Sample Set On** - If you selected **On** for Sample Set, one copy of the job will be output.
 - Check the sample set, and select whether or not to output the remaining number of copies. Select **Start**.

Booklet Creation



This feature copies your originals to make a booklet. Two images are copied on one page, side by side, on both sides of each page. When you fold the pages in half to make a booklet, the pages are in the correct order.

The maximum number of originals that can be used is 100.

If the number of originals is not a multiple of four, blank pages will be automatically added.

The following options are available to indicate binding location:

Left Bind / Top Bind

Use this for a booklet that will be bound in a left to right format or top to bottom format, such as a calendar.

Right Bind

Use this for output that will be bound in a right to left format.



- 1** On the *Job Assembly* tab select **Booklet Creation**.
- 2** Select the required binding location.
 - **Left Bind/Top Bind**
 - **Right Bind**
- 3** Select **Gutter** if you want to add space in the center of your output for a gutter ranging from 0 to 50mm.
- 4** Select **Covers** if you want to add a cover to the job.
- 5** Select **Originals** to specify 1 or 2 Sided originals and their orientation.
- 6** Select **Start** to make copies or **Save** to select additional features.

NOTE: *Booklet Creation cannot be used with Auto Paper selection, Mixed Size Originals, 2 Sided, Uncollated, Multiple Up, Repeat Image, Poster, Covers, and Transparency Separators.*

Duplex Automatic Document Feeder (DADF)

This section describes the Duplex Automatic Document Feeder (DADF) for the DocuColor Series printer/copier.

The DADF automatically feeds up to 50 sheets of the same size documents or mixed size documents, one at a time, onto the Document Glass, feeding the top sheet first. Documents are delivered to the Original Catch Tray after they have been copied.

NOTE: *If the DADF belt is dirty and the original is a thin or transparent document, background may appear on the output. This may also occur when copies are made using the Document Glass. Place a white sheet of paper of the same size on top of the document being copied to eliminate background until the belt is cleaned.*

Component Names and Functions

The following items are the principal components of the Duplex Automatic Document Feeder.

Document Feed Lamp	This lamp displays a green arrow when a document is inserted correctly into the feeder. This light can also indicate a document jam.
Original Catch Tray	Documents are delivered to this tray.
Original Input Area	Place documents here to start copying.

Document Specifications

Weight Size

Always use the recommended types of input documents so that the Duplex Automatic Document Feeder operates within the design specifications. Documents jams may occur if non-standard documents are used, resulting in damaged documents.

Standard DADF document specifications

The document should be 16 lb. to 32 lb. (64 to 128 gsm)

North and South America:

8.5x5.5 in., 8.5x11 in., 8.5x14 in., 11x17 in., A4

European market:

A5, A4, A3, 8.5x13 in., 8.5x14 in., 8.5x11 in., 11x17 in.

If the DADF senses non-standard size documents in the feeder, a message is displayed and the printer/copier stops. Place such non-standard documents on the Document Glass, or enter the document size using the Original Size feature on the *Scan Output* tab.

For more information about Original Size, refer to the section entitled Scan Output Tab in this chapter.

If the input document is slightly smaller or larger than a standard size document, the Duplex Automatic Document Feeder may detect it as a standard size document. Dark areas or an image loss along the edges may occur. Enter the document size using the Original Size feature, or use the Border Erase feature on the *Added Features* tab.

For more information about Border Erase, refer to the section entitled Added Features Tab, in this chapter.

Documents Not Recommended

The following document types cause document jams or malfunction of the printer/copier. Make copies of these documents by placing them directly onto the Document Glass.

- Book, pamphlet, and booklet documents
- Broken, creased, or paste-up documents
- Documents with clips and staples
- Transparent documents (the document size cannot be detected automatically, or the DADF belt is copied)
- Coated paper or carbon-backed documents
- Documents smaller than A5 size (8.5 x 5.5 inches)
- Documents with glossy surfaces such as photographs

Loading the Documents

Placing Documents on the Document Glass



- 1** Open the DADF.
- 2** Place the document face down, and align it against the inside left cover of the Document Glass.
- 3** Close the DADF.

Loading Documents in the DADF

You can load up to 50 documents from 16 lb. to 32 lb. (64 to 128 gsm) into the DADF.

123...

- 1** Remove any paper clips or staples from the documents. Align the documents.
- 2** Place the documents face up in the Original Input Area of the DADF. Slide the documents to the left until the green Document Feed Lamp lights.
If the lamp does not light, readjust the alignment and or the placement of the documents until the lamp lights.
- 3** Slide the document guide toward the stack of documents until the guide lightly touches the side edges of the documents. If the document guide is set too tight, the documents may not feed or may become damaged. If the guide is set too loose, the documents may skew as they feed, which could cause a document jam.
- 4** Extend the DADF Original Catch Tray to accommodate the size of the documents.
- 5** Press the **Start** button.
The documents automatically feed one by one, onto the Document Glass. The feeding begins from the top of the stack of documents.

Finisher (Optional Accessory)

Finisher Cover Button

The DocuColor printer/copier may be equipped with an optional Finisher. The Finisher contains the following components:

Finisher Tray

Provides access to the Finisher paper path.

Finisher Front Door

Completed jobs are delivered to this tray.

Staple Cartridge

Provides access to the Stapler area.

Finisher Stand

Load a new staple pack when needed.

Finisher Interface

Supports the Finisher and may be used for storage.

Center Tray Exit Cover

Delivers the copies to the Finisher.

Provides access to the paper path.



WARNING: *Never cheat the safety interlock switch. Injury or a document jam may occur. This switch shuts off the Finisher power when you open the front door or when you move the Finisher to the right to clear a paper jam.*

Using the Finisher



















The Finisher can staple from 2 to 50 sheets (50-sheet maximum applies to up to 24lb / 90 gsm paper.) You can staple both portrait and landscape documents with single or dual staples. Output to the Finisher Tray is delivered face down. The Finisher Tray can hold up to 1000 sheets.

- Jobs containing more than 50 sheets will not be stapled.
- Tray 5 (Bypass) cannot be selected as the paper source for a job going to the Finisher.





























Stapling Options

Stapling options are selected from the UI or from your printer driver and depend on the paper selected. The table below shows the acceptable paper sizes and stapling options.

Copying

Paper Orientation	Paper Size	One Left	Two Left	Two Up	One Right	Two Right
LEF	B5, A4, 8.5x11 in.	 			 	
SEF	A4, 8x10 in., 8.5x11 in., 8.5x13 in., 8.5x14 in.	 			 	
SEF	B4, A3, 11x17 in.	 			 	

Printing

Paper Orientation	Paper Size	One Left	Two Left	Two Up	One Right	Two Right
LEF	B5, A4, 8.5x11 in.	   		 	   	
SEF	A4, 8x10 in., 8.5x11 in., 8.5x13 in., 8.5x14 in.	   			   	
SEF	B4, A3, 11x17 in.	 		 	 	

Job Status

This section describes how to check currently copying, printing, queued, or completed jobs. It also describes how to change print schedules to cancel print jobs, or to change the print priority of queued jobs.

Checking Current Jobs

This section describes the procedure for checking currently copying, printing or queued jobs.

123...

- 1 Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2 Select **Current and Pending Jobs**. The *Current and Pending Jobs* screen is displayed.

A job list is displayed if jobs are stored to memory. The list displays currently printing or queued jobs and documents stored to memory. It also displays the current status of each job.

Job Status				
Current and Pending Jobs		Completed Jobs	Stored Documents	Print Waiting Jobs
Doc. No. - Job Type	Status	Remote Terminal/Contents	Pages	
00010 -Print Job	↑ Print Wait		0/100	▲
				▼

- 3 Display the desired job using the up and down arrow buttons, and select the desired item from the list. The screen for checking the job status is displayed.

- 4 Check the status of the selected job.
 - To cancel a job select **Stop**. This cancels processing of the currently printing, copying, or queued job.
 - You can change the print priority when there are two or more queued jobs. To change the print priority:
 - Select **Promote Job**. The print order will be changed so that the job you instructed higher print priority to will be printed after the current job.

NOTE: *If you continue to change the print priority again after changing the print order in the print schedule, priority will be given to the job that you last instructed.*

Changing the Print Priority

The print order of jobs queued for printing can be changed. If there are two or more queued jobs in the list, you can change the print order so that jobs are printed in the order that they were received.



- 1 Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2 Select **Print Waiting Jobs**. Queued jobs in the list are printed according to the print priority. If there are no queued jobs in the list, Print Waiting Jobs cannot be selected.

Checking Completed Jobs

This section describes how to check completed jobs. A list displays whether jobs have been completed normally or not. This list also allows you to check details of completed jobs in more detail.

123...

- 1 Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2 Select **Completed Jobs**. The *Completed Jobs* screen is displayed. A job list is displayed if there are completed jobs.

Job Status		Current and Pending Jobs	Completed Jobs	Stored Documents
Doc. No. - Job Type	Status	Remote Terminal/Contents	Pages	
01234 - Copy Job	Completed		1/2	▲
02468 - Print Job	Completed-Error		4/10	Page
03702 - Secure Receive	Canceled			1 10
04936 - Secure Print	Shutdown		8/20	▼
06170 - Delayed Receive	Completed			

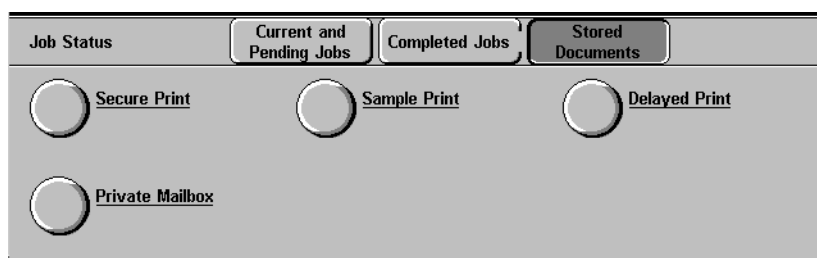
- 3 Select the job you want to check using the up and down arrow buttons. The screen for checking the job status is displayed.
- 4 Select **Close**. The screen returns to the *Job Status* screen.

Outputting/Deleting Secure Prints

This section describes how to output and delete documents saved by the secure print feature.



- 1 Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2 Select **Stored Documents**. The *Stored Documents* screen is displayed.



- 3 Select **Secure Print**. The *Secure Print* screen is displayed.
- 4 Select the ID number of the user you want to check.
 - Enter a 3-digit number for the user ID using Numeric Keypad on the control panel. When you have finished entering the number, the screen showing the desired item is automatically displayed. You can also select items using the up and down arrow buttons.

NOTE: The latest information can be updated by selecting *Refresh*.

- 5 Select **Document List**. The *Password* screen is displayed.

NOTE: The *Password* screen is not displayed if a password has not been set.

- 6 Enter the user password, and select **Confirm**. The secure documents for the selected user can be confirmed.

7 Select the document to print. All documents can be selected by selecting the **Select All**.

- To print a secure document:
 - Select the secure document, and select **Print**. The *Print Confirmation* screen is displayed.
 - Select how the document is to be processed after it is printed.
 - To cancel printing, select **Cancel**.
- To delete secure documents:
 - Select the secure document, and select **Delete**. The *Delete Confirmation* screen is displayed.
 - Select **Yes**.
 - To cancel the delete, select **No**.

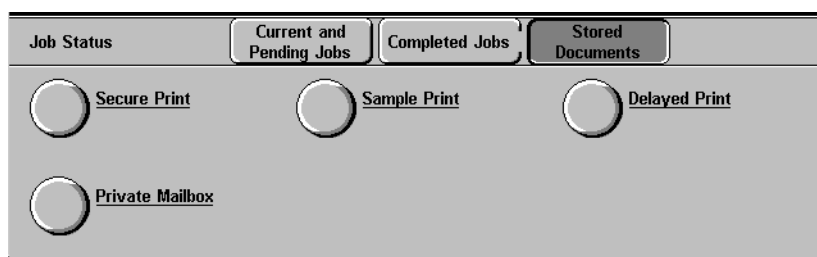
8 Select **Close**. The screen returns to the *Stored Documents* screen.

Outputting Sample Prints

This section describes how to output and delete documents stored by the sample print feature. You can instruct the machine to output sample prints when you are printing multiple copies of a job from a client. Selecting this feature will instruct the machine to print only one copy of the job. To print the remaining copies after confirming the print result, instruct the machine to output the sample print.

123...

- 1 Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2 Select **Stored Documents**. The *Stored Documents* screen is displayed.



- 3 Select **Sample Print**. The *Sample Print* screen is displayed.
- 4 Select the ID number of the user you want to verify.
 - Enter a 3-digit number for the user ID using the Numeric Keypad on the control panel. When you have finished entering the number, the screen showing the desired items is automatically displayed. You can select items using the up and down arrow buttons.

NOTE: Information can be updated by selecting *Refresh*.

- 5 Select **Document List**. The sample print documents for the selected user can be confirmed.

- 6** Select the document to print. You can select all documents by selecting **Select All**.
- To print a sample print document:
 - Select the sample print document, and select **Print**. The *Print Confirmation* screen is displayed.
 - Select **Yes**. Sample print documents are deleted from memory after the remaining number of copies is output.
 - To delete sample print documents:
 - Select the sample print document, and select **Delete**. The *Delete Confirmation* screen is displayed.
 - Select **Yes**.
 - To cancel the delete, select **No**.
- 7** Select **Close**. The screen returns to the *Stored Documents* screen.

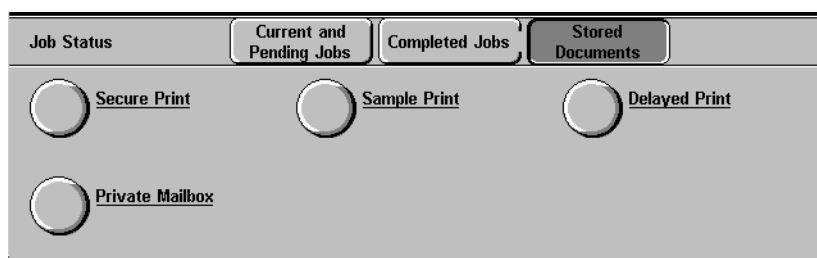
Delayed Print

You can specify the time to start outputting jobs from the client. When the specified time is reached, jobs stored to memory will begin printing. This section describes how to output documents stored to memory using the Delayed Print feature. It also describes how to delete jobs.

NOTE: *If the machine is turned Off/On with specified output time prints stored to memory, output of these prints will automatically begin regardless of the specified time setting.*



- 1** Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2** Select **Stored Documents**. The *Stored Documents* screen is displayed.



- 3** Select **Delayed Print**. The *Delayed Print* screen is displayed.
- 4** Select the document to print. The current time is displayed in the message area.
 - To print a delayed print document:
 - Select the delayed print document, and select **Print**. The *Print Confirmation* screen is displayed.
 - Select **Yes**.
 - To delete a delayed print documents:
 - Select the specified time print document, and select **Delete**. The *Delete Confirmation* screen is displayed.
 - Select **Yes**.
 - To cancel the delete, select **No**.
- 5** Select **Close**. The screen returns to the *Stored Documents* screen.

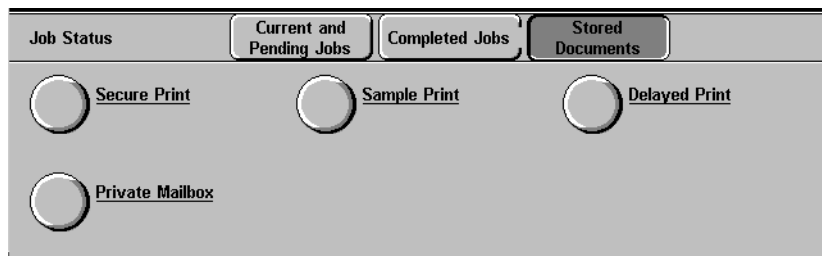
Deleting Stored Documents

This section describes how to delete documents stored to mailboxes.

123...

USER GUIDE (COPIER)

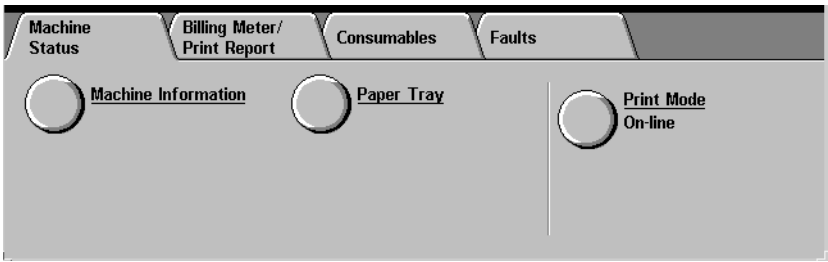
- 1 Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2 Select **Stored Documents**. The *Stored Documents* screen is displayed.



- 3 Select **Private Mailbox**. The *Mailbox* screen is displayed.
- 4 Select the mailbox to confirm.
 - Enter a 3-digit number for the mailbox using Numeric Keypad on the control panel. When you have finished entering the number, the screen with the desired items is automatically displayed. You can select items using the up and down arrow buttons.
- 5 Select **Document List**. The *Password* screen is displayed.

NOTE: If a system administrator's password and a mailbox password are set, the *Password* screen is displayed.
- 6 Enter the mailbox password, and select **Confirm**. You can confirm the documents in the selected mailbox.
- 7 Select the document. All documents can be selected by selecting **Select All**.
- 8 Select **Delete**. The *Delete Confirmation* screen is displayed.
- 9 Select **Yes**. To cancel the delete, select **No**.
- 10 Select **Close**. The screen returns to the *Stored Documents* screen.

Machine Status



Machine status can be checked by selecting the Machine Status button on the Control Panel. The following items are on the *Machine Status* screen:

- [Serial Number](#)
- [Machine Configuration](#)
- [Software Version](#)
- [Consumable Status](#)
- [Paper Tray Information](#)
- [Billing Meters](#)
- [Error Reports](#)

Machine information, Consumable status, Paper Tray information, Billing Meters, and Error Reports can be checked by selecting the appropriate tab on the *Machine Status* screen.

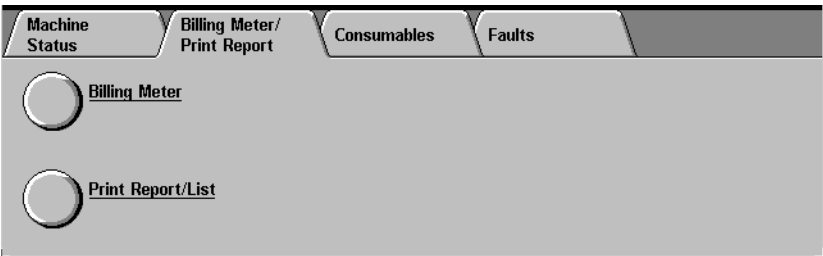
Checking Paper Trays

To check the status of the Paper Trays, select the Paper Tray button on the *Machine Status* screen.

Paper Tray					Close
Items	Status	Filled	Paper Size	Paper Type	
Tray 1	OK	100%	A4	Bond	
Tray 2	OK	25%	A3	Bond	
Tray 3	OK	75%	8.5×11"	Bond	
Tray 4	OK	50%	A4	Bond	
Tray 5	-	-	Size Detect	Bond	

Billing Meters and Printing Reports

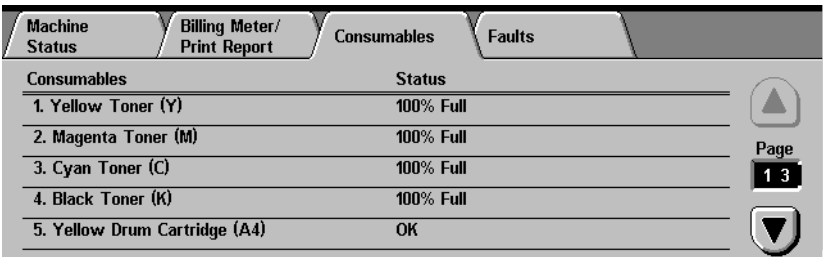
Select the *Billing Meter/Print Report* tab to check the current meter readings and to print reports.



USER GUIDE (COPIER)

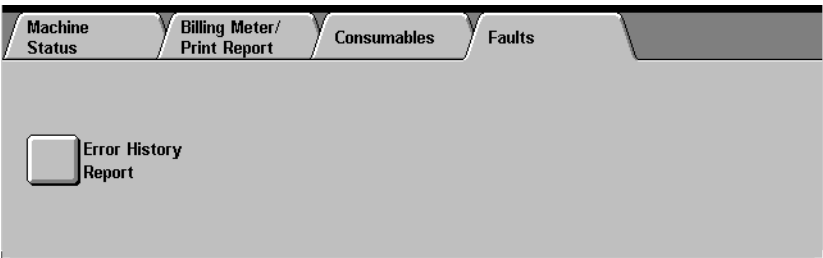
Checking Consumables

Select the *Consumables* tab to check the status of the machine consumables.



Error History Report

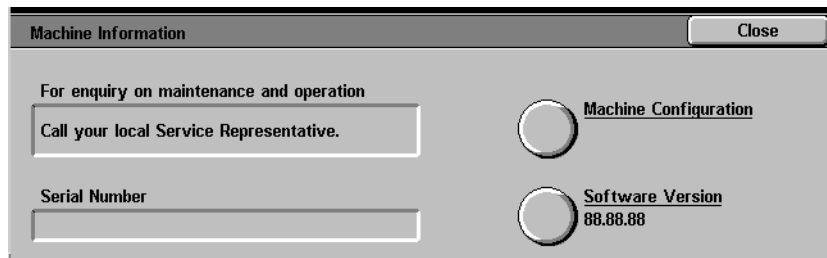
Select the *Faults* tab to print the Error History Report.



Machine Information

123...

- 1** Press **Machine Status**. The *Machine Status* screen is displayed.
- 2** Select **Machine Information**. The *Machine Information* screen is displayed.



- 3** The Serial Number will be displayed.
- 4** Select **Close** to return to the *Machine Status* screen.

Maintenance

This section describes maintenance procedures that should be performed on your machine regularly. When replacing consumable items, such as Toner Cartridges, refer to the instructions included with the items for information on how to replace them.

Cleaning the DADF and Document Glass

Keep the DADF and Document Glass clean to ensure clean copies and acceptable copy quality. Clean the DADF and Document Glass as needed.



- 1** Open the DADF document cover.
- 2** Wipe off any dirt from the underside of the DADF document cover (belt section) with a dry cloth moistened with water. Wipe the cover with a soft, dry cloth until it is clean and dry.
- 3** Wipe off any dirt from the document glass with a soft cloth moistened with water. Wipe in a lengthwise direction making sure to keep your fingers off the glass. Repeat until the Document Glass has no visible marks or streaks.
- 4** Close the DADF document cover.

Changing Toner Cartridges

When a message is displayed to replace a Toner Cartridge, follow the instructions provided here in addition to those on the labels surrounding the cartridges.

NOTE: *When a message appears indicating that a Toner Cartridge is low, the color that is low will be shown. If additional cartridges are low, a more generic message will be displayed and you will not know which cartridges require replacement. Press the Machine Status button on the Control Panel, then select the Consumables tab to view the status of all the consumables.*

123...

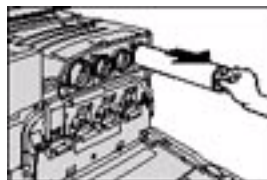
- 1 Open the Front Door of the printer/copier and locate the Toner Cartridges. From left to right the Toner Cartridge colors are Black, Cyan, Magenta, Yellow.



- 2 Place a few sheets of paper on the floor under the Toner Cartridges to catch any toner that may spill.
- 3 Remove the empty cartridge by rotating it counterclockwise until the arrow on the cartridge is aligned with the arrow and unlock position on the printer/copier.

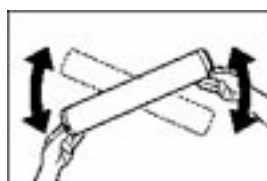


- 4** Pull the cartridge completely out of the printer/copier. Dispose of the cartridge according to local regulations.

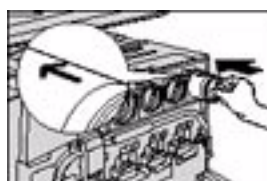


- 5** Remove the new cartridge from the box.

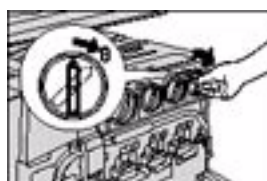
- 6** Shake the cartridge from side to side.



- 7** With the arrow on the cartridge facing upward, slide the cartridge into the printer/copier.



- 8** Rotate the cartridge clockwise until the arrow on the cartridge is aligned with the arrow and lock position on the printer/copier.



- 9** Close the Front Door of the printer/copier.



- 10** Remove the sheets of paper on the floor under the Toner Cartridge, and dispose of them according to local regulations.



CAUTION: *Do not use warm or hot water, or cleaning solvents, to remove toner from your skin or clothing. This will set the toner and make it difficult to remove. If any toner gets on your skin or clothing, use a brush to remove the toner, blow it off, or wash it off with cold water and mild soap.*



CAUTION: *If more than one Toner Cartridge needs to be replaced at the same time, be careful to place the new cartridges in their correct color locations.*

Machine Specifications

Speed by Media

DocuColor 2240

Plain Paper (8.5x11 in./216x279mm LEF):

- Black and white: 40 ppm
- Color: 22 ppm

Transparency:

- Black and white: 16 ppm
- Color: 8 ppm

Heavyweight 1 (28 lb. bond to 65 lb. cover/106 to 169 gsm):

- Black and white: 16 ppm
- Color: 11 ppm

Heavyweight 2 (65 lb. cover to 110 lb. index/170 to 220 gsm):

- Black and white: 11 ppm
- Color: 11 ppm

DocuColor 1632

Plain Paper (8.5x11 in./216x279mm LEF):

- Black and white: 32 ppm
- Color: 16 ppm

Transparency:

- Black and white: 13 ppm
- Color: 7 ppm

Heavyweight 1 (28 lb. bond to 65 lb. cover/106 to 169 gsm):

- Black and white: 13 ppm
- Color: 8 ppm

Heavyweight 2 (65 lb. cover to 110 lb. index/170 to 220 gsm):

- Black and white: 8 ppm
- Color: 8 ppm

Dimensions and Weight

DocuColor 2240/1632 The dimensions are: 666 x 780 x 1145mm. Each size +/- 5mm.
The weight is: 174kg.

Finisher (optional accessory) The dimensions are: 300 x 590 x 945mm. Each size +/- 5mm. The weight is: 35kg.